DECpage

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User's Guide

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About This Guide

Product: DECpage Version 3.0

Operating System: VAX/VMS

Purpose of This Manual

This manual describes how to:

- Create documents for all DECpage styles
- Access DECpage from WPS-PLUS
- Print your documents on the laser printer

Who Should Use This Manual

DECpage users, with varying levels of expertise, will find this manual a useful resource.

Prerequisites

Before using this manual, you should be familiar with WPS-PLUS/VMS or WPS-PLUS on ALL-IN-1. See the *DECpage Statement of Supported Versions*

document in this documentation set. You should also complete the exercises in the *DECpage Getting Started* manual.

Associated Documents

This manual should be used in conjunction with your WPS-PLUS documentation and the following DECpage documentation:

DECpage Installation Guide

DECpage Getting Started

DECpage Quick Lookup

DECpage Style Samples

DECpage Style Designer's Guide

DECpage Statement of Supported Versions

Conventions

DECpage	Means DECpage™ software
ALL-IN-1	Means ALL-IN-1™ software
WPS-PLUS	Means WPS-PLUS™/VMS software
PostScript	Means PostScript®. PostScript® is a registered trademark of Adobe Systems Incorporated
Red Text or `Bold Dot Matrix Type`	Indicates text you should type in examples.
`Dot Matrix Type`	Indicates text that you type, or keys that you press.
Enter	Means type your response, then press a terminator key such as RETURN or TAB.

RETURN or <RETURN>	Indicates a key that you press in examples. For example <RETURN> indicates that you press the RETURN key. All keys are indicated by the word processing conventions. For example, the SELECT key is represented as SEL. The only exception to this convention is TAB, which is indicated by <T>.
Gold x	Indicates a sequence of keys that you press. For example, Gold FILE DOCMT means that you press the Gold key and then the FILE DOCMT key.
. . .	Vertical ellipses indicate that a line or more of text in an example has been omitted.

Summary of Changes and New Features

This section summarizes changes and new features in DECpage Version 3.0. The topics in this summary include:

- Special notes for Version 2.1 DECpage users
- Changes affecting all styles
- Report style features
- New GEN1LAND style
- Menu changes
- Release notes

You will find more specific information on these topics, in the chapters referenced in this summary.

Special Notes For Version 2.1 DECpage Users

DECpage Version 2.1 users will find new changes in DECpage Version 3.0 that affect the formatting and printing of existing documents. Before you use your existing documents with DECpage Version 3.0, please note the following differences:

Tables	DECpage no longer provides column gutters for tables, in order to provide a wider variety of table layouts. Before formatting and printing your existing documents with tables, modify your tables to follow the new guidelines in the Tables section of this manual.
Manual Contents Entries	You can no longer have manual contents entries in an automatic contents section. If your existing documents contain manual contents entries, you must remove them if you want to specify an automatic contents section for that document. Refer to the Report Style chapter in this manual for more information about table of contents sections.

Changes Affecting All Styles

The DECpage Version 3.0 changes that affect all styles include the following topics:

- Master Document
- Heading Commands
- Paragraph Numbering Commands
- Square Brackets
- Run-in Headings
- Table Rulers and Gutter Space for Wrapped Columns
- Column Headings for Tables
- Subscripts and Superscripts
- Landscape Graphics

- Foreign Hyphenation
- Blank Pages

Master Document

You can now maintain a long document in separate sections and then combine them automatically for final printout without having to use Gold GET to put them together in WPS-PLUS. To do this, you set up a master document that lists all the documents to be combined, in the order in which they are to appear in the output document.

For more information, refer to the Report Style chapter.

Heading Commands

You now have the option of formatting your document headings by using heading commands instead of keying conventions. Heading commands also enable you to specify headings to be used as contents entries. Heading commands use the following format:

[T1.2]Heading text

The information contained in the heading command specifies the type and level of heading, as well as which contents section is used if you create automatic contents sections for your report style document. The previous heading example specifies a second-level heading for Contents 1.

If you use WPS-PLUS heading commands that include additional information, DECpage automatically formats these settings according to DECpage styling. For DECpage documents, WPS-PLUS heading commands must be enclosed in square brackets. Although WPS-PLUS allows the use of other characters, DECpage does not.

For more information, refer to the Keying Conventions chapter.

Paragraph Numbering

DECpage supports documents that use the WPS-PLUS method of paragraph numbering, under the following conditions:

1. The paragraph numbering command is enclosed in square brackets. Although WPS-PLUS allows the use of other characters, DECpage does not.
2. A lowercase "t" in the paragraph numbering command does not extract the text into the Table of Contents, as it does in WPS-PLUS. In DECpage, the lowercase "t" specifies a heading that is to be left out of the Table of Contents.
3. Numbered paragraphs do *not* print in the automatic contents section.

For more information, refer to the Keying Conventions chapter.

Square Brackets

Because the left square bracket "[" is used to denote heading and entry commands for DECpage documents, it does not normally print in your text. If you want to print a left square bracket in your text, you must precede it with an underscore "_[".

Run-in Headings

Run-in headings are no longer followed by a hyphen "-" character. In several styles, lower level headings will still print on the same line as the paragraph, however, the heading is highlighted and separated from the paragraph text with a space. If you want a dash or other character to separate the heading from the text, type the character at the beginning of the paragraph.

For more information, refer to the Keying Conventions chapter.

Table Rulers and Gutter Space for Wrapped Columns

DECpage no longer provides column gutters for tables, in order to provide a wider variety of table layouts. If you use a table you have processed through earlier versions of DECpage, be sure that your ruler settings meet the following requirements:

- If there is enough room to accommodate the text in your columns *and* to allow adequate blank space before the next column begins, you simply insert tab stops in your ruler where you want each column to start.
- If your column text is too wide to allow adequate blank space before the next column begins, then your ruler must also include tab stops that create gutter space between the columns of text. These spaces between columns are actually blank columns.

For more information, refer to the Keying Conventions chapter.

Column Headings for Tables

DECpage now treats column headings like other standard headings; they can be formatted in four levels. You specify column headings with three RETURNs and use tab settings where you want the headings to begin. Use the same keying conventions for highlighting as are used for standard headings.

If a page break occurs in the middle of your table, DECpage will continue the column headings onto the next page.

For more information, refer to the Keying Conventions chapter.

Subscripts and Superscripts

You can now use subscripts and superscripts anywhere in your document, including in headings. Use the standard WPS-PLUS subscript and superscript keying conventions.

For more information, refer to the Keying Conventions chapter.

Endnotes

You can now select endnotes instead of footnotes for your document. Endnotes are the same as footnotes except that they are placed at the end of a chapter or document.

For more information, refer to the Keying Conventions chapter.

Landscape Graphics

You can now specify captions for landscape graphics in the GRAPHIC control region, as you do for small and large graphics.

To specify multiple landscape graphics in a row, you must enclose them in a landscape region.

For more information, refer to the Keying Conventions chapter.

Foreign Hyphenation

Three new languages have been added to the list of languages that DECpage can hyphenate for documents. DECpage can now hyphenate documents written in British, Danish, Dutch, English, Finnish, French, German, Italian, Norwegian, Portuguese, Spanish, and Swedish.

For more information, refer to the Keying Conventions chapter.

Blank Pages

In all styles, to get a blank page use the following key sequence:

```
Gold NEW PAGE
Gold <space>
Gold NEW PAGE
```

Report Style Features

This section describes changes and new features for report styles. The topics in this section include:

- Automatic Contents sections
- Automatic Index
- Appendix
- Table of Authorities
- Section Number

Automatic Contents Sections

In addition to an automatic table of contents that lists the headings in your document, you can now have automatic contents sections that list figures, tables, illustrations, and examples. Using heading commands to format your headings, you can specify which headings are to be used as contents entries. The information contained in the heading command specifies the type and level of heading, as well as which contents section is used if you create automatic contents sections for a report style document.

You can no longer enter manual entries into an automatic table of contents. If your existing documents have automatic table of contents sections that contain manual entries, you must remove the manual entries before formatting and printing those documents again.

For more information, refer to the Report Style chapter.

Automatic Index

DECpage now provides automatic indexing. To use the automatic indexing feature, you insert index entry commands in your document and specify an automatic index section. DECpage supports two separate index sections, so you can specify index entries for each.

For more information, refer to the Report Style chapter.

Section Number

If you are using alternate page numbering and/or paragraph numbering in a report style, you can now use the SECTION NUMBER feature of WPS-PLUS to set the section (or chapter) number for the page numbering in a document. This facility is useful if you are creating and maintaining sections of a report in separate documents, using a style that has "alternate" page numbering, and want to be able to print chapters out individually with appropriate page numbering.

For more information, refer to the Keying Conventions chapter.

Appendix

The Report style now supports appendix sections. If your document has alternate page-numbering, appendix page numbers will be numbered as follows: page numbers for Appendix A are A-1, A-2, and so forth; page numbers for Appendix B are B-1, B-2, and so forth.

For more information, refer to the Report Style chapter.

Table of Authorities

DECpage can now compile a table of authorities or citations. This feature is particularly useful in legal documents. A table of authorities is similar to endnotes except that there are no reference numbers placed in the text. It lists cases or names that are cited in a document and lists the page numbers for each citation. The table is organized in alphabetical order.

For more information, refer to the Keying Conventions chapter.

New GEN1LAND Style

A new style is available: GEN1LAND. GEN1LAND is the same as the GEN1 style, except that it prints sideways, across the wide dimension of the paper. You can copy this style and modify it to enlarge the type size for slides or set up an extra large landscape page for the PrintServer 40 (such as 11 x 17 in the US). You cannot print this style on the LN01 or LN01S printers.

For more information, refer to the General Style chapter.

Menu Changes

This section highlights menu changes and other changes on the following topics:

- DECpage Menu
- ALL-IN-1 Mail Notification
- Batch Job Startup
- Format and Print Forms
- Document Preview Menu

DECpage Menu

The DECpage menu now includes the following new options:

SEL The Select option enables you to select a different WPS-PLUS document than the current one, without having to return to the WPS-PLUS menu.

PO You use Processing Options to specify the sorting method for index entries in an index.

UDS This option is now on the main DECpage menu. The UDS option enables you to access the User-Designed Styles utility.

CL You use the Clean up option to delete old DECpage files.

SB The Show Batch Queue Status option lets you follow the progress of your document as it is being formatted by DECpage.

SP The Show Print Queue Status option lets you follow the progress of your document as it is being printed on your printer.

For more information, refer to the DECpage Menus and Forms chapter.

ALL-IN-1 Mail Notification

When DECpage is installed as an option to ALL-IN-1, mail is delivered to the ALL-IN-1 mailbox instead of VMS mail.

Batch Job Startup

When you start a DECpage job, the document is submitted for processing immediately; you no longer have to wait for the DX phase to complete. Your terminal is now free for editing and processing other documents. However, you cannot edit the document being processed again until the batch process completes the DX phase.

For more information, refer to the Formatting, Previewing, and Printing Documents chapter.

Format and Print Forms

The following options are now available on the Format and Print forms:

- Saving Formatted Output Files

  This option lets you save a copy of your formatted file so that you can print it later or copy it to other users.

  For more information on this option, refer to the Formatting, Previewing, and Printing Documents chapter.

- Master Document

  You select this option if the document you are formatting and printing is a master document file. A master document file contains a list of folder names, title names, and document numbers for the documents you want to include in your master document.

  For more information on this option, refer to the Report Style chapter.

Document Preview Menu

With the new Document Preview features you can now prepare more than one document to be previewed. From the document preview menu, you can display an index of previously prepared preview documents, select a document to read, read the preview document, print the preview document (the monospaced, unformatted copy of your preview file), or print the formatted document.

For more information, refer to the Formatting, Previewing, and Printing Documents chapter.

Release Notes

To print additional copies of the release notes, enter the following command at the DCL $ prompt:

```
$ PRINT SYS$HELP:PAGE030.RELEASE_NOTES/QUEUE=queuename/COPIES=n
<RETURN>
```

1

Introduction to DECpage

This chapter discusses:

- How DECpage works
- DECpage keying conventions
- DECpage styles for documents

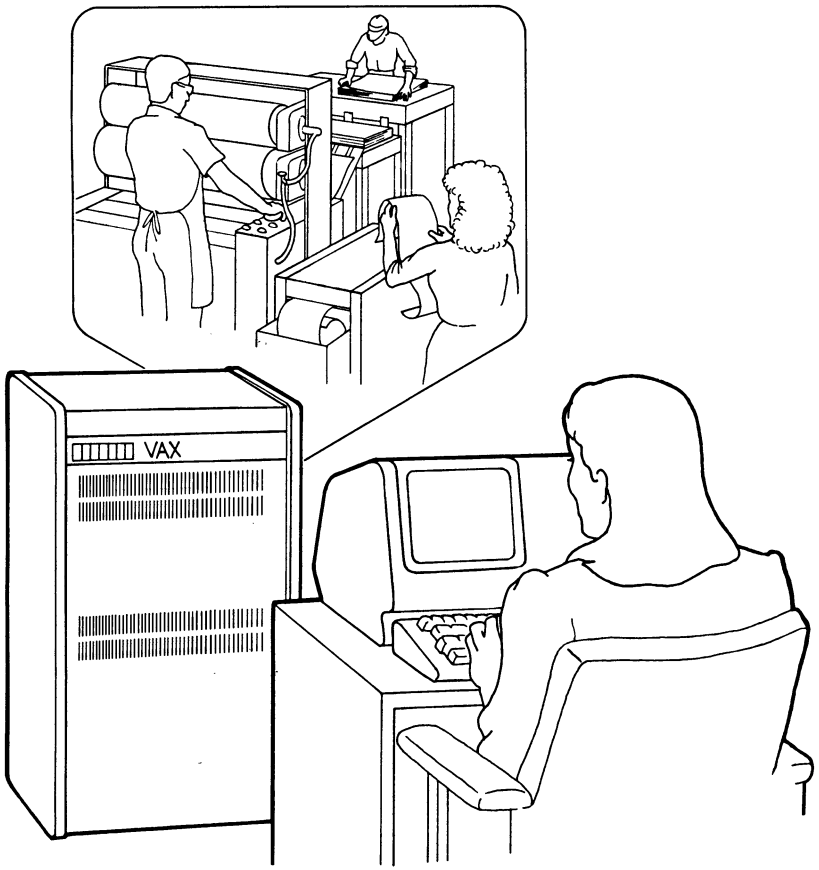
A Print Shop Inside Your Computer

High-quality printing is usually a complicated procedure. In the past, if you wanted to print a document with quality greater than that of a typewriter, you had to go through a series of steps similar to these:

1. You sent your text to a typesetter, who prepared it for the typesetting system by inserting formatting instructions, called markup commands, into your text.
2. The typesetting system — usually a computer — formatted your text according to the markup commands. Formatting included such things as page layout, hyphenation, line spacing, and pagination.

3 The typesetter sent the formatted text to a printer, who printed the appropriate number of copies on a printing press.

The old way required you to wait weeks, if not months, from the time you sent your text to the typesetter to the time the printer sent you your printed copies. With DECpage, you get all this formatting and printing power in one system, with printed copies produced in your own office. It is a little like having a print shop inside your computer.



DECpage is a software product that formats WPS-PLUS documents in one of several *styles*. DECpage automatically positions your text on the page, hyphenates words, paginates documents, varies typefaces and character sizes, and lets you include graphics.

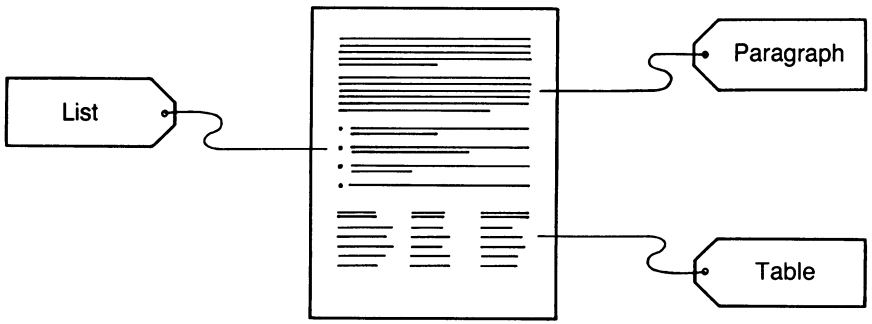
When you combine these features with the high resolution of a laser printer, the resulting document looks professionally typeset.

Keying Conventions

To produce WPS-PLUS documents of the high quality offered by DECpage, you must learn to create documents *according to the conventions that DECpage uses*.

You do not need to learn a complicated set of commands to use DECpage. Rather, you control the appearance of your document by following rules when you type your document. For instance, you indicate the beginning of a new paragraph by pressing the RETURN key twice.

DECpage rules, such as pressing RETURN twice to begin a paragraph, are called *keying conventions*. Think of them as a way to label the different pieces of your text. DECpage then uses these keying conventions to format your document.



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For the most part, DECpage keying conventions conform to WPS-PLUS keying conventions, making them easy to remember. The chapter on Keying Conventions describes the keying conventions you need to use to format DECpage documents. These conventions work for most document styles. Within certain document styles, however, there are some specific conventions that apply only to that style. You will learn more about these later.

Document Styles

DECpage offers a broad range of document styles in which you can format and print your document. Most of the document styles have several variations of page layouts and typefaces to choose from. By specifying one of the *DECpage style names*, you choose between these variations. The DECpage style names are described later in the chapters for each style.

Certain types of documents, such as letters, often have more than one *style*. For example, the most frequently used letter style in business correspondence is the block style, where all text starts at the same left margin. Less frequently used is the modified block style, where the date and closing are indented. A personal letter indents not only the date and closing, but also the first line of each paragraph. Because you might need to send letters in any of these styles, DECpage offers you all three: block, modified block, and personal.

Table 1-1 lists the document styles that DECpage can format your document in, and the DECpage style names that you specify to tell DECpage which style variation to use.

Table 1-1 Document Styles and DECpage Style Names

Document Style	DECpage Style Name
Announcement	A1 A2
Directory	D1
General	GEN1 GEN1LAND GEN2
Letter, Block	LB1 LB2 LB3
Letter, Modified Block	LMB1 LMB2 LMB3
Letter, Personal	LP1 LP2 LP3 LP4
Memo	M1 M2 M3 M4
Newsletter	NL1
Report, Block	RB1 RB2 RBTS1
Report, Centered Heading	RC1 RC2 RC3 RC4
Report, Two-column	RTC1 RTC2 RTC3 RTC4 RTC5

Table 1-1 Document Styles and DECpage Style Names (Cont.)

Document Style	DECpage Style Name
Report, small (7" x 9" or A5 with crop marks)	RSP1
Transparency	T1 T2 T3 T4

DECpage is designed to take care of the stylistic details of a document: typefaces, page layout, the appearance of paragraphs, headings, tables, and so forth. This frees you of stylistic concerns in creating documents, while allowing you to choose between the various DECpage styles. The *DECpage Style Samples* guide contains samples of the style variations.

If you want to create new styles, based on the DECpage styles, refer to the *DECpage Style Designer's Guide*.

2

DECpage Menus and Forms

This chapter explains how to:

- Access the DECpage menu
- Select options from the DECpage menu
- Fill in fields on a DECpage form
- Get online Help information on forms
- Use Function Keys

The DECpage Menu

You access DECpage from the WPS-PLUS main menu. Select the DECpage (DP) option and press RETURN. The DECpage menu appears on your screen.

By selecting options on the DECpage menu, you can:

- Print documents on your printer
- Specify the sorting method for an index
- Preview documents on your screen
- Access the UDS utility
- Access the Mail utility (not included for ALL-IN-1 users)
- Delete unwanted DECpage files
- Check the status of documents as DECpage processes and prints them

Figure 2-1 shows the DECpage menu.

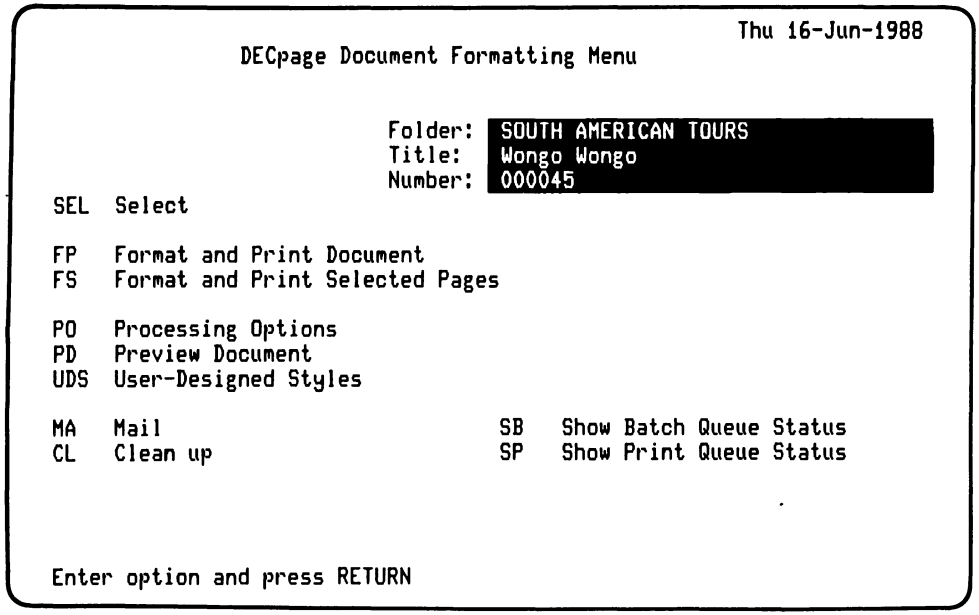

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Figure 2-1 DECpage Menu

To select an option from the DECpage menu, enter the abbreviation for the option you want, such as FP for the Format and Print Document form, and press RETURN.

The Select (SEL) Option

Use the Select (SEL) option if you want to select a different document than the one displayed in the Current Document Block in the upper right corner of your terminal screen.

The Format and Print Document (FP) Option

After you create your document, you select the Format and Print Document (FP) option to tell DECpage which style to use for the document, which printer to use, how many copies you want, if you want to preview your document on your terminal screen, and other information that is needed to format and print your document.

For more information on previewing and printing your document, see the Formatting, Previewing, and Printing Documents chapter.

The Format and Print Selected Pages (FS) Option

You use the Format and Print Selected Pages (FS) option when you want to format and print selected pages of your document, instead of printing the entire document.

You select this option to tell DECpage information such as which style to use for the document, which pages of the document to print, which printer to use, how many copies you want, if you want to preview your document on your terminal screen, and other information that is needed to format and print your document.

For more information on printing selected pages of your document, see the Formatting, Previewing, and Printing Documents chapter.

The Processing Options (PO) Option

This option enables you to specify the sorting method for an index. Index entries can be sorted by word or by letter. Using this option, you can also specify the language to use for sorting, and how to sort nonalphabetic characters. For more information on using this menu option, see the Automatic Index section in the Report Style chapter.

The Preview Document (PD) Option

After you complete the Format and Print Document form, you can use the Preview Document (PD) option to preview your formatted document on your terminal screen.

The Preview Document option lets you see heading positions, line endings, and page breaks in your document, before it is printed on your printer. For more information on previewing your document, see the Formatting, Previewing, and Printing Documents chapter.

The User-Designed Styles (UDS) Option

This option enables you to access the User-Designed Styles (UDS) utility. The UDS utility lets you design new styles based on the styles supplied with DECpage. By using the UDS utility you can modify a great number of format settings within a DECpage style. For more information on using the UDS utility, see the *DECpage Style Designer's Guide.*

The Mail (MA) Option

You use the Mail (MA) option to read informational messages that DECpage sends you when you process your document.

NOTE: This option does not appear on the WPS-PLUS/ALL-IN-1 menu. ALL-IN-1 users receive mail from DECpage in the same way they receive other mail messages.

The Clean up (CL) Option

Use the Clean up (CL) option when you want to delete old DECpage files. Be sure you are finished running DECpage, and your document is formatted and printed the way you want it, before using the Clean up option. For more information on the Clean up option, see the chapter on Formatting, Previewing, and Printing Documents.

The Show Batch Queue Status (SB) Option

The Show Batch Queue Status (SB) option lets you follow the progress of your document as it is being formatted by DECpage. For more information. on this option, see the chapter on Formatting, Previewing, and Printing Documents.

The Show Print Queue Status (SP) Option

The Show Print Queue Status (SP) option lets you follow the progress of your document as it is being printed on your printer. For more information on this option, see the chapter on Formatting, Previewing, and Printing Documents.

DECpage Forms

DECpage forms contain *fields*, or *blanks*, for you to complete. DECpage uses the information you provide in the fields to accomplish tasks.

You access DECpage forms from the DECpage menu. For example, if you select the (FP) option from the DECpage menu, the Format and Print Document form appears on your terminal screen.

Figure 2-2 shows the Format and Print Document form.

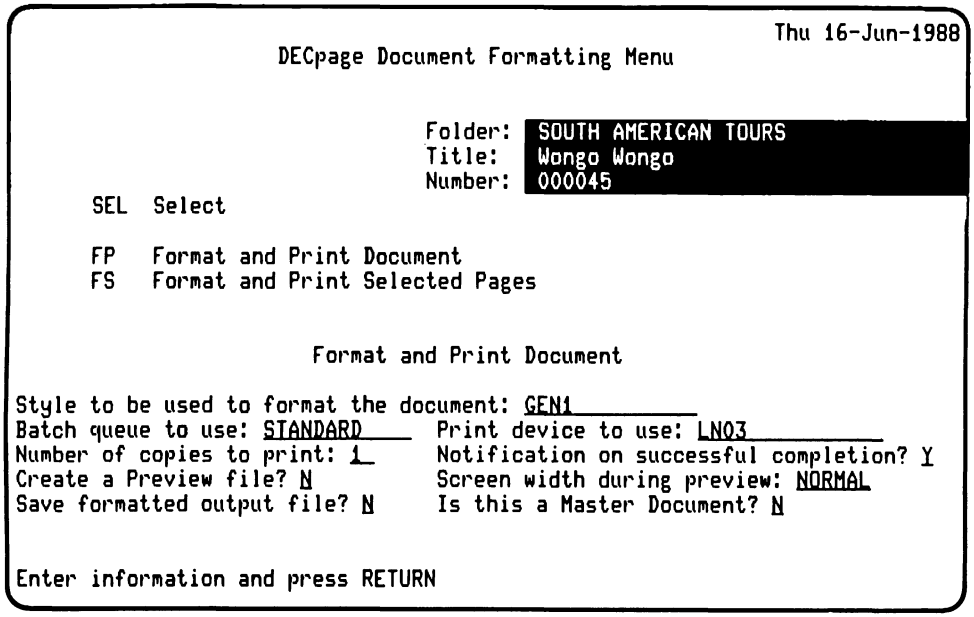

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Figure 2-2 Format and Print Document Form

Some fields in a form may contain default information. Defaults are used to display information that rarely changes. In some instances, the default is information you last specified in a field. Default information reduces the amount of typing you do by allowing you to skip over fields that already contain correct information.

You can clear the field by pressing the function key RUB WORD OUT. Function keys are explained in the following section.

For detailed information on completing DECpage forms, see the Formatting, Previewing, and Printing chapter.

Online Help

Whenever DECpage prompts you for information, such as on a menu or form, you can get Help information by pressing Gold HELP or the HELP key (if your terminal has one). DECpage displays Help messages for menus, options, forms, or fields.

Function Keys

Function keys are keys on your keyboard or keypad that, when pressed, help you perform specific editor functions in menus and forms. Throughout the DECpage menu and forms, you use function keys to:

- Move through the menu and forms
- Delete text
- Perform other functions

Refer to the WPS-PLUS fold-out keyboard diagram for your terminal, in your WPS-PLUS documentation, to locate the function keys on your keyboard and keypad.

Table 2-1 describes some of the function keys you can use.

Table 2-1 Function Keys

Use	To
DEL WORD	Leave insert mode and return to overstrike mode in a form field.
Down Arrow	Move the cursor down to the next field (on a multi-column form, use TAB instead).
EXIT SCREEN	Cancel a form and return to the previous menu or form.
Gold B	Place the cursor in the last field of a form.
Gold DEL WORD	Enter insert mode in a form field to add text to an existing field entry.
Gold H (HELP)	Display Help information for menus, options, forms, or fields.
Gold L	Display information on valid entries for a field. (To get a full listing, the field must be empty.)
Gold S	Display information on valid entries for a field. (To get a full listing, the field must be empty.)
Gold T	Place the cursor in the first field of a form.
HYPH PUSH	Back up to the previous field.
Left Arrow	Move the cursor left in a field.
RETURN or ENTER	Indicate that you have completed the form.
Right Arrow	Move the cursor right in a field.
RUB CHAR OUT	Delete a character to the left of the cursor.
LINE FEED	Clear the field the cursor is on.
Space Bar	Delete the character at the cursor (not used in a numeric field).
TAB	End a field and place the cursor at the beginning of the next form field. You can also use TAB to skip a field.
Up Arrow	Move the cursor to the previous field (on a multicolumn form, use HYPH PUSH instead).

For more information on function keys, see your WPS-PLUS documentation.

3

Keying Conventions

This chapter discusses:

- Creating a document in WPS-PLUS using DECpage keying conventions
- Formatting parts of your document: rulers, headings, paragraphs, lists, notes, tables, footnotes, and endnotes
- Formatting text: highlighting, dashes, subscripts and superscripts, hyphenation, nonbreaking spaces, redlining, and leadering
- Page information: pagination, page numbering, headers and footers
- Special sections in text: literal and landscape text, graphics, logos, and two-dimensional diagrams
- Special characters: composite, technical, and other characters

DECpage Keying Conventions

You should already be familiar with how to create a document using WPS-PLUS. Many of the keying conventions you use to create your WPS-PLUS document are the same as those you use for DECpage.

DECpage uses rulers and carriage returns as the primary signals for document formatting. If you attempt to process an existing WPS-PLUS document through DECpage without adjusting the keying conventions to those that DECpage requires, the results may not meet your expectations.

Remember these rules:

Rulers: A ruler that contains tabs signals a table. Always use a ruler *without* tab stops for plain text. When you need a tab, insert a ruler containing the tab. When you return to plain text or enter a heading, insert a ruler with no tabs. Headings cannot contain tabs.

Returns: Two returns signal a paragraph.

Three returns signal a heading.

DECpage also recognizes certain *commands* you insert in your text. These commands are enclosed in square brackets and tell DECpage how to format various elements of text. For example, instead of using the keying conventions of three RETURNs, bolding, and underlining for a first-level heading, you may elect to use the heading command of [T1.1]. Heading commands may prove easier to use, and they can also enable you to create other document sections.

The rest of this chapter shows you the standard DECpage keying conventions and commands you need to use in your document for DECpage to format and print it. You use these conventions to identify paragraphs, lists, and other text elements for DECpage. Some document styles have special keying conventions and restrictions. See the chapters for each style for more information.

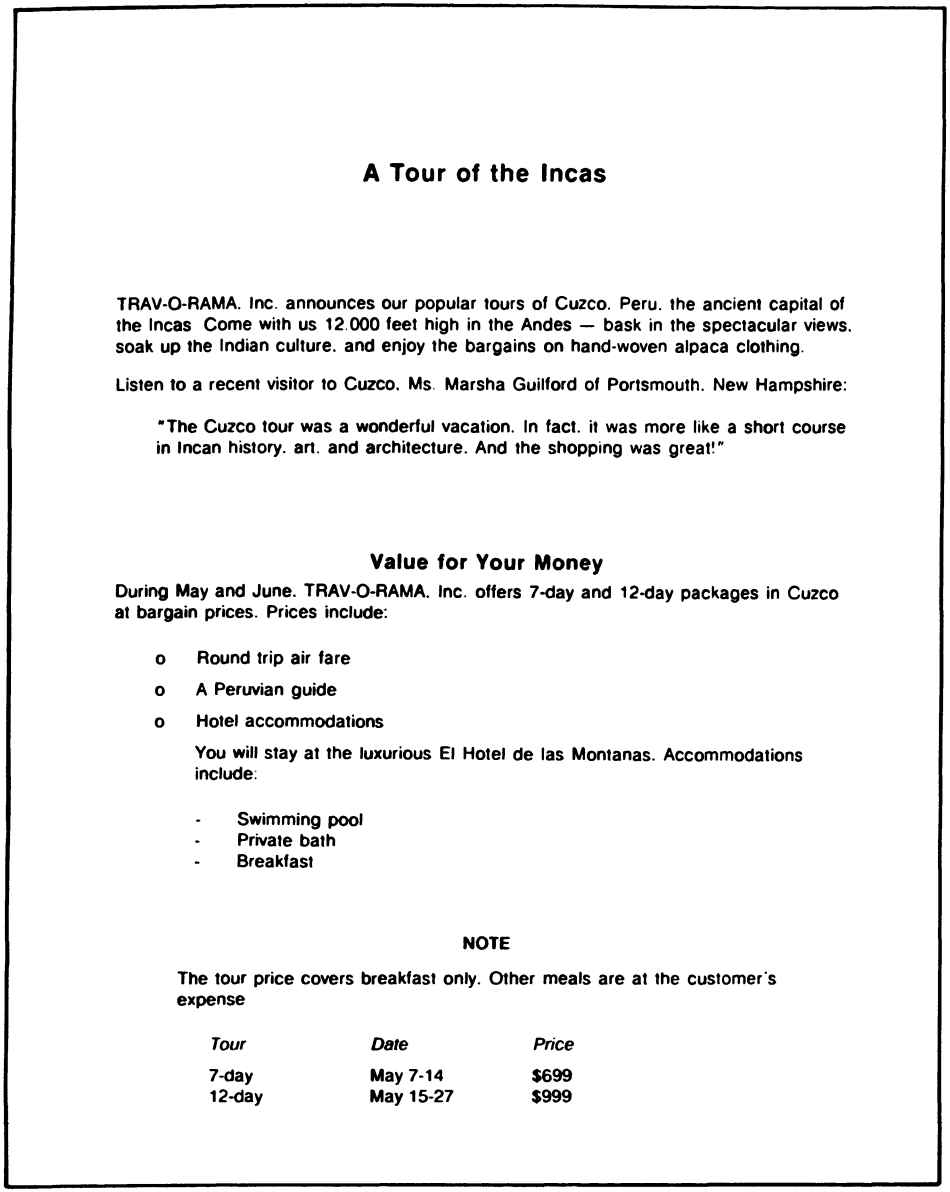
While working on your document, you can check your conventions by pressing the function keys Gold VIEW. WPS-PLUS displays the text and formatting symbols in your document on your screen. These formatting symbols show, for example, where you pressed RETURNs and where you inserted TABs. See your WPS-PLUS documentation for more information on function keys and Gold VIEW.

Understanding Keying Conventions

DECpage uses your keying conventions to set up your document as you have specified. The better you understand how to use the necessary keying conventions, the better results you will have in producing your documents.

Each time you use keying conventions, your document will remain "set-up" with those keying conventions until you change it. For example, if you begin a table in your document, DECpage will format your text as a table until you change your ruler settings. It is important to keep your ruler as clean as possible, by removing all unnecessary tab settings. This insures that your ruler settings are giving the correct formatting instructions to DECpage.

On the next page is an example of a formatted document which was created using DECpage keying conventions, described in this book for General style documents, and formatted in the GEN1 style by DECpage. Following the formatted document are two *source* documents. The first source document shows the standard keying conventions used to achieve the formatted document example. The second source document shows the use of heading commands to achieve the same results. You can refer back to these sample documents later to see how some of the conventions and commands are used.



A Tour of the Incas

TRAV-O-RAMA. Inc. announces our popular tours of Cuzco. Peru. the ancient capital of the Incas Come with us 12.000 feet high in the Andes — bask in the spectacular views. soak up the Indian culture. and enjoy the bargains on hand-woven alpaca clothing.

Listen to a recent visitor to Cuzco. Ms. Marsha Guilford of Portsmouth. New Hampshire:

"The Cuzco tour was a wonderful vacation. In fact. it was more like a short course in Incan history. art. and architecture. And the shopping was great!"

Value for Your Money

During May and June. TRAV-O-RAMA. Inc. offers 7-day and 12-day packages in Cuzco at bargain prices. Prices include:

- Round trip air fare
- A Peruvian guide
- Hotel accommodations

  You will stay at the luxurious El Hotel de las Montanas. Accommodations include:

  - Swimming pool
  - Private bath
  - Breakfast

NOTE

The tour price covers breakfast only. Other meals are at the customer's expense

Tour	*Date*	*Price*
7-day	May 7-14	$699
12-day	May 15-27	$999

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Figure 3-1 Sample of GEN1 Style Document

```
L-------------------------------------------------------------------R
<RETURN>
<RETURN>
<RETURN>
<SEL>A Tour of the Incas<BOLD><BACK UP><LINE><SEL><LINE><UNDER LINE><RETURN>
<RETURN>
TRAV-O-RAMA, Inc. announces our popular tours of Cuzco, Peru, the
ancient capital of the Incas.  Come with us 12,000 feet high in the
Andes--bask in the spectacular views, soak up the Indian culture, and
enjoy the bargains on hand-woven alpaca clothing. <RETURN>
<RETURN>
Listen to a recent visitor to Cuzco, Ms. Marsha Guilford of
Portsmouth, New Hampshire:<RETURN>
L---W---------------------------------------------------------------R
<RETURN>
<T> "The Cuzco tour was a wonderful vacation.  In fact, it was more
    like a short course in Incan history, art, and architecture.  And
    the shopping was great!"<RETURN>
L-------------------------------------------------------------------R
<RETURN>
<RETURN>
<SEL>Value for Your Money<BOLD><RETURN>
<RETURN>
During May and June, TRAV-O-RAMA, Inc. offers 7-day and 12-day
packages in Cuzco at bargain prices.  Prices include:<RETURN>
L---T---W-----------------------------------------------------------R
<RETURN>
<T> o<T>Round trip air fare<RETURN>
<RETURN>
<T> o<T>A Peruvian guide<RETURN>
<RETURN>
<T> o<T>Hotel accommodations<RETURN>
<RETURN>
<T> <T> You will stay at the luxurious El Hotel de las Montanas.
        Accommodations include:<RETURN>
L-------T---W-------------------------------------------------------R
<RETURN>
<T>     -<T>Swimming pool<RETURN>
<T>     -<T>Private bath<RETURN>
<T>     -<T>Breakfast<RETURN>
--------L-------------------------------------------------R-----------
        <RETURN>
        <RETURN>
        <SEL>NOTE<BOLD><RETURN>
        <RETURN>
        The tour price covers breakfast only.  Other meals
        are at the customer's expense.<RETURN>
L--------T-------------T-------------T----------------------------R
<RETURN>
<RETURN>
<T>      <SEL>Tour<T>   Date<T>        Price<UNDER LINE><RETURN>
<RETURN>
<T>      7-day<T>       May 7-14<T>    $699<RETURN>
<T>      12-day<T>      May 15-27<T>   $999<RETURN>
L-------------------------------------------------------------------R
```

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Figure 3-2 Source Document Showing Keying Conventions

```
L-------------------------------------------------------------------R
<RETURN>
<RETURN>
[T1.1]A Tour of the Incas<RETURN>
<RETURN>
TRAV-O-RAMA, Inc. announces our popular tours of Cuzco, Peru, the
ancient capital of the Incas.  Come with us 12,000 feet high in the
Andes--bask in the spectacular views, soak up the Indian culture, and
enjoy the bargains on hand-woven alpaca clothing. <RETURN>
<RETURN>
Listen to a recent visitor to Cuzco, Ms. Marsha Guilford of
Portsmouth, New Hampshire:<RETURN>
L---W---------------------------------------------------------------R
<RETURN>
<T> "The Cuzco tour was a wonderful vacation.  In fact, it was more
    like a short course in Incan history, art, and architecture.  And
    the shopping was great!"<RETURN>
L-------------------------------------------------------------------R
<RETURN>
[T1.2]Value for Your Money<RETURN>
<RETURN>
During May and June, TRAV-O-RAMA, Inc. offers 7-day and 12-day
packages in Cuzco at bargain prices.  Prices include:<RETURN>
L---T---W-----------------------------------------------------------R
<RETURN>
<T> o<T>Round trip air fare<RETURN>
<RETURN>
<T> o<T>A Peruvian guide<RETURN>
<RETURN>
<T> o<T>Hotel accommodations<RETURN>
<RETURN>
<T> <T> You will stay at the luxurious El Hotel de las Montanas.
        Accommodations include:<RETURN>
L-------T---W-------------------------------------------------------R
<RETURN>
<T>     -<T>Swimming pool<RETURN>
<T>     -<T>Private bath<RETURN>
<T>     -<T>Breakfast<RETURN>
--------L-------------------------------------------------R-----------
        <RETURN>
        [T1.2]NOTE<RETURN>
        <RETURN>
        The tour price covers breakfast only.  Other meals
        are at the customer's expense.<RETURN>
L--------T-------------T-------------T-----------------------------R
<RETURN>
<RETURN>
<T>      <SEL>Tour<T>   Date<T>        Price<UNDER LINE><RETURN>
<RETURN>
<T>      7-day<T>       May 7-14<T>    $699<RETURN>
<T>      12-day<T>      May 15-27<T>   $999<RETURN>
L-------------------------------------------------------------------R
```

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Figure 3-3 Source Document Showing Heading Commands

Rulers

Rulers let you format text elements. To embed a ruler in your text, use the function keys Gold RULER. Most sample documents in this book use a left margin of 0 and a right margin of 70.

To ensure proper formatting when inserting a new ruler in your document, it is good practice to always place the ruler after the *first* RETURN between text elements. For example:

```
...of Portsmouth, New Hampshire:<RETURN>
L---W-----------------------------------------------------------------R
<RETURN>
<T> "The Cuzco tour was a wonderful vacation.  And the shopping was
    great!"<RETURN>
L---------------------------------------------------------------------R
<RETURN>
```

When you use rulers in DECpage documents, *do not* include any unnecessary tab settings. Tabs denote lists or tables, and can cause unexpected results in your text if you have unused settings in your ruler. The beginning of the sample document on the previous page has no table or list, so the first ruler has no tab settings and specifies *only* the left and right margins.

Rulers should not have any settings except left and right margin unless other settings are currently being used. For example, if you embed a ruler for a list, it contains tab settings. When you finish the list, embed another ruler containing only a left and right margin.

Table 3-1 lists the characters you can use for ruler settings, and how they affect DECpage documents.

Table 3-1 Ruler Setting Characters

Character Setting	Effect in DECpage Document
Left Margin	
L	Single spacing
D	(Treated as an L)
N	(Treated as an L)
F	Half-line spacing
	(Half-line spacing is most commonly used for formatting equations in Literal text and Landscape text sections. See the Literal Text and Landscape Text sections for more information on these features.)
Right Margin	
R	Right margin marker
	(The style you use to print your document determines whether the right margin is ragged or justified.)
J	(Treated as an R)
Tabs	
T	Aligns text on the left.
>	Aligns text on the right.
.	Aligns the decimal points in a column of numbers.
P	In the Personal Letter style — Use P in combination with 2 RETURNs or Gold PARA MARKER to indent the first sentence of each paragraph. See the Letter Style chapter for more information.
	In tables with wrapping columns — Use P to align the left most column with the left margin. See the Wrapping Text Within Columns section later in this chapter, for more information.
W	Indicates a word-wrap indent. All text typed after the right margin is wrapped and indented to the W setting.

NOTE: The DECpage styles do not use double line spacing, however, if you want to create a new style that has double spacing, refer to the User-Designed Styles (UDS) utility and the DECpage Style Designer's Guide.

Shortcut: Storing Rulers

Because you use different rulers to specify lists, tables, and other elements of text, you might want to store these rulers for later use. Below are sample rulers to store for DECpage text elements, and the suggested labels for storing them.

Text Element	Store as	Ruler

Default Ruler	0	`1 2 3 6 7`
		`....:....0....:....0....:....0....¦ ¦....0....:....0`
		`L ¦ ¦ R`

Indented List	1	`1 2 3 6 7`
		`....:....0....:....0....:....0....¦ ¦....0....:....0`
		`L T W ¦ ¦ R`

Sublist	2	`1 2 3 6 7`
		`....:....0....:....0....:....0....¦ ¦....0....:....0`
		`L T W ¦ ¦ R`

Flush left/ Plain list or Sub-paragraph	3	`1 2 3 6 7`
		`....:....0....:....0....:....0....¦ ¦....0....:....0`
		`L W ¦ ¦ R`

Note	4	`1 2 3 6 7`
		`....:....0....:....0....:....0....¦ ¦....0....:....0`
		`L ¦ ¦ R`

For more information on storing rulers, see your WPS-PLUS documentation.

Headings

Headings are titles used to separate sections of a document. For example, the title above, "Headings," is used to separate this section from other sections.

In the sample document, the heading "A Tour of the Incas" is the most important heading. It is therefore called a *first-level* heading. The heading "Value for Your Money" is subordinate to the first-level heading, and is therefore called a *second-level* heading. You can also use third- and fourth-level headings.

NOTE: DECpage supports WPS-PLUS documents that have up to nine levels of headings. However, DECpage formats heading levels 5 through 9 as fourth-level headings.

In DECpage documents, there are two methods of specifying heading levels. These methods are as follows:

1. **Using heading commands** — You can insert heading commands into your text that tell DECpage which heading level to format the text in. You precede heading commands with two RETURNs.
2. **Using heading keying conventions** — You can format the heading levels by using the keying conventions, preceding them with three RETURNs and then highlighting them appropriately for the heading level.

These methods of specifying heading levels are explained in more detail in the following sections.

Using Heading Commands

This section explains how to use heading commands to format the headings in your document. You might find these easier to use than the DECpage heading conventions of three RETURNs followed by highlighted text. Note that you only precede heading commands with two RETURNs.

You specify heading commands by using the format shown in the following example:

```
...shopping was great!"<RETURN>
L-------------------------------------------------------------------R
<RETURN>
[T1.2]Value for Your Money<RETURN>
<RETURN>
```

Note the following guidelines about the heading command format:

1 The command is enclosed in square brackets [ ].

2 A "T" or "t" tells DECpage that this is heading text.

  If you create an automatic table of contents in the Report Style, an uppercase "T" tells DECpage to add this heading text to the contents section, and a lowercase "t" tells DECpage not to add this heading to the contents section.

3 The "1" tells DECpage that this is a standard heading. You can also specify a "2" Graphic Caption, or a "3", "4", or "5" Table Heading. These three types of headings are formatted differently from one another.

  This number also indicates which contents section the heading will go in if you create automatic contents sections for your document. There are three different contents sections that include table headings, which is why a table heading can be specified by a "3", "4", or "5". For more information on automatic contents sections, refer to the Report Style chapter.

4 The "." separates the command characters from each other.

5 The "2" tells DECpage that this is a second level heading. You use a "1", "2", "3", or "4" to specify the heading level. (If your WPS-PLUS document contains commands for heading levels "5" through "9", DECpage formats them as fourth-level headings.)

  If you use paragraph numbering in your document, this number is used as a paragraph numbering command. For more information on paragraph numbering, see the Paragraph Numbering section.

6 The heading text, in this case "Value for Your Money", is formatted in the heading level specified.

NOTE: Because the left square bracket "[" is used to denote heading and entry commands for DECpage documents, it does not normally print in your text. If you want to print a left square bracket in your text, you must precede it with an underscore "_[".

The information contained in heading commands controls several different elements in your document. Table 3-2 shows how heading commands can specify the type and level of heading, as well as which contents section is used if you create automatic contents sections for your document.

Table 3-2 Heading Commands

Heading Command	Type of Heading	Heading Level	In Text Formats As	Automatic Contents Section Title
[T1.n]	Standard Heading	n= 1–4 n= 5–9	Levels 1–4 Level 4	"Contents"
[T2.n]	Graphic Caption	n= 1–9	One level	"List of Figures"
[T3.n]	Table Heading	n= 1–4 n= 5–9	Levels 1–4 Level 4	"List of Tables"
[T4.n]	Table Heading	n= 1–4 n= 5–9	Levels 1–4 Level 4	"List of Examples"
[T5.n]	Table Heading	n= 1–4 n= 5–9	Levels 1–4 Level 4	"List of Illustrations"

If you create automatic contents sections for your document, they can include the type of headings shown.

Additional examples of heading commands are discussed in the Tables and Graphics sections of this chapter, and the Automatic Contents section of the Report Style chapter.

If you use the WPS-PLUS heading command format that includes information such as Office Style, Space for Paragraph Number, Level Style Settings, and so forth, DECpage automatically reformats these settings according to DECpage styling. Note however, that if your command includes information on resetting the space for the paragraph number, DECpage will not change the setting.

Refer to your WPS-PLUS documention for more information on the WPS-PLUS command format. For information on how to change the DECpage settings, refer to the User-Designed Styles (UDS) utility and the *DECpage Style Designer's Guide.*

Heading Commands For Multiple-line Headings. DECpage automatically forms a multiple-line heading if your heading text is too long for the width of the page. However, you may want to specify a multiple-line heading such as this one:

TRAV-O-RAMA
News and Views

Using heading commands, you specify this heading as follows:

```
.
.
.
<RETURN>
L-------------------------------------------------------------------R
<RETURN>
[T1.1]TRAV-O-RAMA<RETURN>
News and Views
<RETURN>
<RETURN>
.
.
.
```

You only need to insert the heading command once, and separate each line of the heading with a RETURN. The two RETURNs following the last line of the heading signal the end of the heading.

Using Heading Keying Conventions

To specify a heading using the standard keying conventions, follow these guidelines:

1. You must always press RETURN three times before you type the heading text. The three RETURNs tell DECpage to format the text as a heading.
2. Insert a clean ruler before headings (except for table headings), and position the ruler between the first and second RETURNs. This ensures proper formatting.
3. To specify the heading level, use the appropriate highlighting for that heading level.

Table 3-3 shows you the highlighting required for different heading levels.

Table 3-3 Highlighting for Heading Levels

Heading Level	Highlighting Emphasis
First	Bold and underline text
Second	Bold text
Third	Underline text
Fourth	No emphasis

The following is an example of a second-level heading using keying conventions.

```
...shopping was great!"<RETURN>
L-----------------------------------------------------------------R
<RETURN>
<RETURN>
<SEL>Value for Your Money<BOLD><RETURN>
<RETURN>
```

To specify a heading after a NEW PAGE marker, be sure to place all three RETURNs after the marker.

```
...shopping was great!"<RETURN>
--------------------------- NEW PAGE -------------------------------
<RETURN>
<RETURN>
<RETURN>
<SEL>Value for Your Money<BOLD><RETURN>
```

Be sure not to precede your headings with more than three RETURNs. Four or more RETURNs do not signal a heading. In fact, four or more RETURNs tell DECpage to insert white space. White space is discussed later in this chapter.

Run-in Headings

In several styles, lower level headings "run in" to the text. That is, the heading and text are on the same line. DECpage emphasizes the heading, however, and separates it from the text with a space. You can, of course, enter a dash or other character at the beginning of the text if you wish. The style you use determines how the run-in heading is highlighted. Documents that use heading commands to format heading levels do not have run-in headings.

Shortcut: Storing Headings

If you use headings frequently, you might want to store the heading conventions in User-Defined Keys or Processes. For example, if you store the conventions for a first-level heading, you do not have to type the following:

```
<SEL>heading text<BOLD><SEL><BACK UP><LINE><UNDER LINE>
```

Table 3-4 shows the conventions to store for headings.

Table 3-4 Conventions for Headings

Heading Level	Convention
First	SEL BACKUP LINE BOLD SEL BACKUP LINE UNDERLINE
Second	SEL BACKUP LINE BOLD
Third	SEL BACKUP LINE UNDERLINE
Fourth	No conventions necessary

For more information on User-Defined Keys or Processes, see your WPS-PLUS documentation.

Column Headings

To specify column headings, precede them with three RETURNs and use tab settings in your ruler where you want the headings to begin. For example:

```
...tours are as follows:<RETURN>
L--------T-------------T-------------T----------------------------R
<RETURN>
<RETURN>
<T>      Tour<T>        Date<T>        Price<RETURN>
```

Like all headings, column headings can be formatted in four levels. Use the same keying conventions for highlighting as described in the Heading Keying Conventions section in this chapter.

For more information on column headings, refer to the Tables section, later in this chapter.

Paragraphs

You can use either of two conventions to specify a new paragraph: 2 RETURNs or Gold PARA MARKER. For example:

```
...hand-woven alpaca clothing.<RETURN>
<RETURN>
Listen to a recent visitor to Cuzco...
```

OR

```
...hand-woven alpaca clothing.<Gold PARA MARKER>
Listen to a recent visitor to Cuzco...
```

For DECpage styles that have indented paragraphs, you use a P setting in your ruler to indicate where the first line of the paragraph will indent to. However, you do not tab to the paragraph indent. Use 2 RETURNs or Gold PARA MARKER to begin each indented paragraph.

Subparagraphs

To specify a subparagraph (an indented paragraph), set a ruler with a word-wrap indent. Then tab to the word-wrap indent and begin entering text. For example:

```
Portsmouth, New Hampshire:<RETURN>
L---W-------------------------------------------------------------R
<RETURN>
<T> "The Cuzco tour was a wonderful vacation.  In fact, it was
    more like a short course in Incan history, art, and
    architecture.  And the shopping was great!"
L-----------------------------------------------------------------R
```

Be sure to reset the ruler after you reach the end of the subparagraph.

Paragraph Numbering

DECpage supports documents that use the WPS-PLUS method of paragraph numbering, under the following conditions:

1. The paragraph numbering command is enclosed in square brackets. Although WPS-PLUS allows the use of other characters, DECpage does not.
2. A lowercase "t" in the paragraph numbering command does not extract the text into the Table of Contents, as it does in WPS-PLUS. In DECpage, the lowercase "t" specifies a heading that is to be left out of the table of contents.
3. Numbered paragraphs do *not* print in the automatic contents section.

If you use the WPS-PLUS heading command format that includes information such as: Outline Style, Space for Paragraph Number, Level Style Settings, and so forth, DECpage automatically re-formats these settings according to DECpage styling. Note however, that if your command includes information on resetting the space for the paragraph number, DECpage will not change the setting.

Note that in some cases, a paragraph heading in your formatted document may appear too close to the paragraph number. For information on how to change this and other DECpage settings, refer to the User-Designed Styles (UDS) utility and the *DECpage Style Designer's Guide*.

For more information about paragraph numbering, see your WPS-PLUS documentation.

Lists

DECpage allows you to identify several kinds of lists. Because you mark lists with rulers, you might want to store the rulers you use most frequently.

Indented Lists

To specify an indented list, embed a ruler with a tab stop and a word wrap indent. For best visual results for normal characters (in most styles), you should leave at least three, but not more than five, spaces between the tab stop and the word wrap indent. For example:

```
L---T---W-------------------------------------------------------------R
```

You tab to the tab stop (do not use spaces), and enter the list character. For a numbered list, enter the numeral. For a bulleted list, enter a bullet character (see the section Composite Characters later in this chapter). You can use any list characters you wish, such as hyphens, asterisks, or letters.

Then tab to the word wrap indent and begin typing text. Press RETURN when you want to move on to the next list item; press RETURN twice if you want the list items to appear double spaced. For example:

```
L---T---W-------------------------------------------------------------R
<T> o<T>Round trip air fare<RETURN>
<RETURN>
<T> o<T>A Peruvian guide<RETURN>
<RETURN>
<T> o<T>Hotel accommodations<RETURN>
<RETURN>
```

Flush Left Lists

To specify a flush left list, embed a ruler with a word wrap indent only. For best visual results for normal characters (in most styles), you should leave at least three, but not more than five, spaces between the left margin and the word wrap indent. Enter the list character at the left margin, then tab to the word wrap indent and begin typing text. For example:

```
L---W-------------------------------------------------------------R
o<T>Round trip air fare<RETURN>
<RETURN>
o<T>A Peruvian guide<RETURN>
<RETURN>
o<T>Hotel accommodations<RETURN>
<RETURN>
```

Plain Lists

To specify a plain list, embed the same ruler you use for a flush left list. The only difference is that you do not type a list character. Instead, you tab directly to the word wrap indent. For example:

```
L---W-----------------------------------------------------------------R
<T> Round trip air fare<RETURN>
<RETURN>
<T> A Peruvian guide<RETURN>
<RETURN>
<T> Hotel accommodations<RETURN>
<RETURN>
```

List Paragraphs

To specify a list paragraph, or a paragraph within a list, press RETURN twice after the list text and then tab to the word wrap indent. For example:

```
L---T---W-------------------------------------------------------------R
<T> o<T>Hotel accommodations<RETURN>
<RETURN>
<T> <T> You will stay at the luxurious El Hotel de las Montanas.
        Accommodations include:
```

Be sure to use the TAB key to move to the tab stop and word wrap indent. Do not use the space bar.

Sublists

You specify a sublist, or a list within a list, the same way you do an indented list. That is, you set a ruler with a tab stop and a word wrap indent. However, the tab stop of the sublist should align under the word wrap indent of the higher-level list.

For example, the higher-level ruler might look like this:

```
L---T---W-------------------------------------------------------------R
```

The sublist ruler should look like this:

```
L-------T---W---------------------------------------------------------R
```

You enter your text the same way you do with a regular indented list. Tab to the tab stop and type the list character, then tab to the word wrap and type the text. For example:

```
<RETURN>
L---T---W-------------------------------------------------------------R
<RETURN>
<T> o<T>Hotel accommodations<RETURN>
<RETURN>
<T>  <T>You will stay at the luxurious El Hotel de las Montanas.
        Accommodations include:<RETURN>
L-------T---W---------------------------------------------------------R
<RETURN>
<T>     -<T>Swimming pool<RETURN>
<T>     -<T>Private bath<RETURN>
<T>     -<T>Breakfast<RETURN>
```

Notes

To specify a note, set a ruler with the left and right margins indented. For example:

```
--------L-----------------------------------------------R-----------
```

Note Headings

You specify a heading for the note, such as NOTE, just as you do any heading. That is, press RETURN three times and type the heading text with the appropriate bolding or underlining. The ruler for the note should precede the note heading. For example:

```
<RETURN>
L-------T---W---------------------------------------------------------R
<RETURN>
<T>     -<T>Swimming pool<RETURN>
<T>     -<T>Private bath<RETURN>
<T>     -<T>Breakfast<RETURN>
--------L-----------------------------------------------R-----------
        <RETURN>
        <RETURN>
        <SEL>NOTE<BOLD><RETURN>
        <RETURN>
        The tour price covers breakfast only.  Other meals
        are at the customer's expense.<RETURN>
L---------------------------------------------------------------------R
<RETURN>
```

Be sure to reset the ruler after you finish typing the note.

You can use the heading command [t1.2] to format note headings. The "2" indicates a second-level heading which is the appropriate size to specify for note headings. Although you can use either an uppercase "T" or a lowercase "t" in the note heading command, note headings do not print in contents sections. DECpage can tell it is a note heading (which should not print in a contents section), because your note ruler precedes the heading. For example:

```
<T>     -<T>Breakfast<RETURN>
--------L-------------------------------------------------R-----------
        <RETURN>
        [t1.2]NOTE<RETURN>
        <RETURN>
        The tour price covers breakfast only. Other meals
        are at the customer's expense.<RETURN>
L-------------------------------------------------------------------R
<RETURN>
```

Lists Within Notes

To include a list within a note, leave the left and right margins indented and then format the list as you do any list. The following example shows a flush left list within a note:

```
        ...and some good local restaurants are:<RETURN>
--------L---W-----------------------------------------------R---------
        <RETURN>
        -<T>La Nube Nueve<RETURN>
        -<T>El Botin del Pirata<RETURN>
        -<T>El Hogar<RETURN>
```

Tables

If you are using a table you have processed through earlier versions of DECpage, be sure that the ruler settings meet the requirements described in the following sections. In order to provide a wider variety of table layouts, DECpage does not automatically provide column gutters for tables. It is suggested that you modify your existing tables to follow the guidelines in this section.

DECpage can format several types of tables. Depending on the layout of your table, certain ruler settings are required to ensure that the table is formatted the way you want.

DECpage can format tables with up to 24 columns or 23 tab stops in each table. If you want more columns in your table, you must use the LITERAL or LANDSCAPE control block commands. Refer to the Literal Text and Landscape Text sections later in this chapter for more information on these commands.

A table can include table headings, column headings, and wrapped columns of text. These features are discussed in the following sections.

To specify a table, you insert tab stops in your ruler where you want the columns positioned.

An example of a table follows:

```
<RETURN>
L-------T-----------T------------T---------------------------------R
<RETURN>
<RETURN>
<T>     Tour<T>     Date<T>      Price<RETURN>
<RETURN>
<T>     7-day<T>    May 7-14<T>  $699<RETURN>
<T>     12-day<T>   May 15-27<T> $999<RETURN>
L-------------------------------------------------------------------R
```

Depending on the layout of your table, you need to follow certain guidelines for the ruler settings. The Rulers for Tables section explains some of these guidelines.

The following list highlights some additional information about creating tables:

- *Table headings* can be formatted using heading commands or keying conventions. When using keying conventions for a table heading, do not clear the table ruler (containing tab stops) before specifying the table heading. The ruler with tabs is what signals DECpage that this is a table heading, not a document heading. Refer to the Table Headings section for more information.
- *Column headings* use the heading convention of three RETURNs and highlighting.

- When you enter the text for your table, make sure you tab to each tab stop (do not use spaces) and end each line with a RETURN (unless you are creating wrapped columns).
- End tables by inserting a clean ruler.
- Depending on which document style you use, text which *appears* to fit between tab stops on your terminal screen may sometimes wrap in a column in the formatted document. In some instances, you may need to check how the table prints in the style you are using, and then modify the ruler settings if necessary.

DECpage automatically inserts spacing between the end of the table and the beginning of the text that follows it. The amount of blank space is determined by the style you use to print your document.

Rulers for Tables

The amount of text and number of columns in your table determines how you need to set your ruler. The following paragraphs describe guidelines for some of the basic ruler settings for tables.

If there is enough room to accommodate the text in your columns *and* allow adequate blank space before the next column begins, you simply insert tab stops in your ruler where you want each column to start. The spacing between tab stops must allow enough room for the text and for the blank space, *gutter space*, between columns. For example:

```
<RETURN>
L-------T-----------T------------T-----------------------------------R
<RETURN>
<RETURN>
<T>     Tour<T>     Date<T>      Price<RETURN>
<RETURN>
<T>     7-day<T>    May 7-14<T>  $699<RETURN>
<T>     12-day<T>   May 15-27<T> $999<RETURN>
L-------------------------------------------------------------------R
```

If your column text is too wide to fit between your tab stops, the text will wrap in a column when it prints on the printer. However, there will not be any gutter space between the columns in the table. If your table requires wrapped columns of text, or if your text is too wide to allow adequate blank space before the next column begins, then your ruler must also include tab

stops that create gutter space between the columns of text. These spaces between columns are actually "blank columns". For example, your ruler might look like this for these wrapped columns of text:

```
L--T----------------T--T-----------------T--T--------------------R

   Village Tour          Discovery Tour        Sightseeing Tour

   Includes: Cultural    Includes: Ancient     Includes: The
   Center, Historical    Incan City and Lost   Outdoor Museum,
   Clock Tower, and      Cave.                 Barnacle Bay, and
   Cuzco Market                                Mt. Cuzco.
   Square.
```

Note that the above example is not intended to show you how to create a table with wrapped columns, but rather to show you the tab settings required for this kind of table. Creating tables with wrapped columns of text is explained later in this chapter.

You may want to use multiple rulers in a table. For example, you can use a ruler to center column headings over each column as follows:

```
<RETURN>
L--------T-----------T----------T---------------------------------R
<RETURN>
<RETURN>
<T>      Tour<T>      Date<T>    Price<RETURN>
L-------T-----------T-----------T---------------------------------R
<RETURN>
<T>     7-day<T>    May 7-14<T>  $699<RETURN>
<T>     12-day<T>   May 15-27<T> $999<RETURN>
L-------------------------------------------------------------------R
```

Guidelines for Rulers in Tables. Remember these guidelines about rulers for tables:

- As with all DECpage rulers, it is important to keep rulers as clean as possible and eliminate unnecessary tabs. Extra tabs can cause text to wrap in columns and may not produce the desired results.
- Be sure to leave enough space in each column to accommodate the text you enter there, if you do not want wrapping columns. Words with uppercase letters require more space than lowercase or mixed-case words.

- Table headings formatted with keying conventions are an exception to the "clean ruler" guideline. Do not clear the table ruler (containing tab stops) before specifying table headings. The ruler with tabs is what signals DECpage that this is a table heading, not a document heading.
- End each table by inserting a clean ruler.

Wrapping Columns

If the column text in your table is too wide to fit between your tab settings, the text wraps in a column when it prints on the printer. However, this method does not leave any blank space, or gutter space, *between* the wrapped columns of text. If your table requires wrapped columns of text, your ruler must also include tab stops that create gutter space between the columns of text. These spaces between columns are actually "blank columns".

Enter text for a wrapped column as follows:

- When you type the text for a wrapped column, do not press TAB until you have typed all of the text for that column.
- When you have typed the text for one column, press TAB twice to advance to the beginning of the next "text" column. Your text may not appear to be starting at the correct tab stop on your ruler, however, each TAB you press tells DECpage to advance to the next column in your ruler. (The first TAB tells DECpage to advance to the beginning of the "blank column". The second TAB tells DECpage to advance to the next "text" column.) Enter each column of text in this way.
- Do not press RETURN until you have ended the last column of text for a row in the table.

For example:

```
<RETURN>
L--T----------------T--T-----------------T--T--------------------R
<RETURN>
<RETURN>
<T>Village Tour<T>   <T>Discovery Tour<T>  <T>Sightseeing Tour<RETURN>
<RETURN>
<T>Includes: Cultural Center, Historical Clock Tower, and Cuzco
Market Square.<T>    <T>Includes: Ancient Incan City and Lost Cave.<T>
<T>Includes: The Outdoor Museum, Barnacle Bay, and Mt. Cuzco.<RETURN>
L--------------------------------------------------------------------R
```

Notice that the text in the above example does not appear to be starting at the correct tab stops. However, the tabs you press signal the beginning and end of each column of text. DECpage distributes this text into columns, formatting it as follows when printed:

Village Tour	Discovery Tour	Sightseeing Tour
Includes: Cultural Center, Historical Clock Tower, and Cuzco Market Square.	Includes: Ancient Incan City and Lost Cave.	Includes: The Outdoor Museum, Barnacle Bay, and Mt. Cuzco.

If you want your first wrapping column to be flush with the left margin, use a P setting in your ruler as the first tab position.

To enter your first column of text, tab to the P position and begin typing. When your text is formatted, DECpage treats the P as an L, and aligns your wrapped column text at the left margin. The P can be positioned anywhere on your ruler between the left margin and the second tab position. Allow a few spaces before and after the P setting, so that you can tab to, and from, it. For example:

```
<RETURN>
L--P----------------T--T-----------------T--T--------------------R
<RETURN>
<RETURN>
<T>Village Tour<T>    <T>Discovery Tour<T>  <T>Sightseeing Tour<RETURN>
<RETURN>
<T>Includes: Cultural Center, Historical Clock Tower, and Cuzco Market
Square.<T>            <T>Includes: Ancient Incan City and Lost Cave.<T>
<T>Includes: The Outdoor Museum, Barnacle Bay, and Mt. Cuzco.<RETURN>
L--------------------------------------------------------------------R
```

This formats as follows: . .

Village Tour	Discovery Tour	Sightseeing Tour
Includes: Cultural Center, Historical Clock Tower, and Cuzco Market Square.	Includes: Ancient Incan City and Lost Cave.	Includes: The Outdoor Museum, Barnacle Bay, and Mt. Cuzco.

If the text in your first column does not need to wrap, you can align it with the left margin setting in your ruler. This table might be helpful if you need more space for columns other than the first. Please note that if you do not leave enough space between the left margin and the beginning of your second column, the text in your first column will wrap, but it will not align with the left margin. Use this type of ruler only if your first column does not need to wrap. For example:

```
L---------T--------------T--T--------------T--T-------------------R
```

Tour 1	Cuzco City and Bay	Ancient Incan City and Market	Lost Cave of the Incas
Tour 2	The Outdoor Museum	Barnacle Bay and Peruvian National Fish Hatchery	Mt. Cuzco and the Lost Pyramids of Time

Column Headings

Specify column headings with three RETURNs and use tab settings where you want the headings to begin. For example:

```
...tours are as follows:<RETURN>
L--------T-------------T-------------T---------------------------R
<RETURN>
<RETURN>
<T>      Tour<T>        Date<T>        Price<RETURN>
```

Column headings can be formatted in four levels, using keying conventions. Use the same keying conventions for highlighting as described in the Heading Keying Conventions section in this chapter.

If a page break occurs in the middle of your table, DECpage will continue the column headings onto the next page if they are formatted with first-level conventions. For information on how to get continuation headings for second-, third-, and fourth-level column headings, refer to the User-Designed Styles (UDS) utility and the *DECpage Style Designer's Guide.*

An example of continued column headings follows:

. . . tours are as follows:

Tour	Date	Price
7-day	May 7-14	$699
9-day	May 9-18	$799

---------- Page break ----------

Tour	Date	Price
12-day	May 15-27	$999

Table Headings

To specify *table headings,* or divisions within a table, use the same conventions you use for standard headings. That is, you may use heading commands or keying conventions (3 RETURNs and highlighting), to specify table headings.

In the following example, the table headings are South American Tours, Rio de Janeiro, Trinidad, and Cuzco. The conventions used to create them are second-level heading conventions.

South American Tours

Tour	*Date*	*Price*
	Rio de Janeiro	
7-day	May 1-8	$999
12-day	May 10-22	$1299
	Trinidad	
7-day	June 1-8	$899
12-day	July 4-16	$1199
	Cuzco	
7-day	May 7-14	$699
12-day	May 15-27	$999

Using Heading Commands. To create the table headings in the previous example, using heading commands, do as follows:

```
...tours are as follows:<RETURN>
<RETURN>
[T3,2]South American Tours<RETURN>
L--------T--------------T--------------T----------------------------R
<RETURN>
<RETURN>
<T>      Tour<T>        Date<T>        Price<RETURN>
<RETURN>
[T3,2]Rio de Janeiro<RETURN>
<RETURN>
.
.
.
```

Table heading commands can be inserted before or after you insert the table ruler.

In the heading command above, the "T" tells DECpage that this is a heading, the "3" specifies a *Table* heading, and the "2" specifies the heading level. (Table headings can also be specified by a "4" or a "5" for the purpose

of including them in separate automatic contents sections for report style documents.) Refer to the Headings section in this chapter for more information about heading commands.

Using Keying Conventions. To create the table headings in the previous example using keying conventions, do as follows:

```
...tours are as follows:<RETURN>
L--------T-------------T-------------T---------------------------R
<RETURN>
<RETURN>
<SEL>South American Tours<BOLD><RETURN>
<RETURN>
<RETURN>
<T>      Tour<T>         Date<T>         Price<RETURN>
<RETURN>
<RETURN>
<SEL>Rio de Janeiro<BOLD><RETURN>
<RETURN>
.
.
.
```

If you use keying conventions to format table headings, do not clear the table ruler (containing tab stops) before specifying the table headings. The ruler with tabs is what signals DECpage that this is a table heading, not a document heading. DECpage recognizes the difference between table headings and column headings because column headings have tabs between them.

Footnotes

Footnotes are notes placed at the bottom of a page to comment on, or refer to, something in your text.

To enter a footnote in your document, follow these steps:

1. Move the cursor to the place in your document where you want the footnote reference to appear. For example, if you want to insert a footnote reference at the end of a sentence, move the cursor to the end of that sentence.
2. Press Gold Y. WPS-PLUS blocks off the bottom of your screen in reverse video and moves the cursor there. You then enter your footnote text using the footnote editor.

3 Press ENTER to exit the footnote editor and return to editing your document.

WPS-PLUS inserts a capital F in reverse video. This marks where the footnote reference will be printed (footnote references are numbers that correspond to the footnotes).

NOTE: It is suggested that you do not put footnotes or superior numbers in literal or landscape text because the number touches the text line above it. This problem will not occur if you use the LPS40 (PrintServer 40) or LN03R (ScriptPrinter) printers and modify the sizing of these characters by using the User-Designed Styles (UDS) utility and the DECpage Style Designer's Guide.

DECpage supports symbols, as well as numbers, as footnote references. For information on how to modify DECpage to print symbols as footnote references, refer to the User-Designed Styles (UDS) utility and the *DECpage Style Designer's Guide.*

Footnote Text Elements Not Supported By DECpage

DECpage does *not* support the following text elements within footnotes:

- Headings
- Control block regions for fonts, resets, trims, graphics, or landscape.
- Footnotes
- New Pages

If your WPS-PLUS document contains keying conventions for the above listed text elements in footnote text, DECpage ignores them.

For more information about entering footnotes, see your WPS-PLUS documentation.

Endnotes

Endnotes are the same as footnotes except that they are placed at the end of a chapter or document. Footnotes are the default method in DECpage styles.

To modify DECpage to print endnotes instead of footnotes, in a particular style, refer to the User-Designed Styles (UDS) utility and the *DECpage Style Designer's Guide.*

NOTE: You cannot specify endnotes in the Directory style.

Use the same keying conventions for endnotes as you use for footnotes. To specify the endnotes section in your document, enter the following:

```
<Gold CMND>
------------------------- START CONTROL ----------------------------
DECPAGE: ENDNOTES<RETURN>
<Gold CMND>
-------------------------- END CONTROL -----------------------------
```

The endnotes section will print wherever you insert the ENDNOTES command in your document, such as, at the end of a chapter, or at the end of the document. If you want the endnotes to print on a new page, use the NEW PAGE convention before specifying the endnotes section.

Highlighting Text

To highlight text that will be printed on the laser printer with italics, bolding, or underlining, follow the conventions outlined in Table 3-5.

Table 3-5 Conventions for Highlighting Text

Highlighting Desired	Convention
Italics	Underline
Boldface	Bold
Underlining	Bold and underline

For example, if you want to highlight a phrase with italics, underline the phrase in your document. DECpage prints this on the laser printer as:

There will be *no alcoholic beverages* allowed on the tour bus.

If you want to highlight a phrase with underlining, underline and bold the phrase. If you want solid underlining, be sure to underline and bold spaces between the words in the phrase.

NOTE: In styles that use large characters for body text, such as transparencies and announcements, underlined text prints as underlined, and bolded and underlined text prints as bolded and underlined.

To define one of the methods of highlighting to be bolded *and* underlined text, refer to the User-Designed Styles (UDS) utility and the *DECpage Style Designer's Guide*.

Dashes

You specify a dash by typing two hyphens. For example:

```
...has a hot--and I mean hot--climate.
```

DECpage prints this on the laser printer as:

. . . has a hot — and I mean hot — climate.

Subscripts and Superscripts

You create subscripts and superscripts for DECpage just as you do in WPS-PLUS.

To create the subscript for H2O, for example, follow these steps:

1. Type H2.
2. Press BACK UP.
3. Press Gold SUBSCRIPT.
4. Type O.

For more information on subscripts and superscripts, see your WPS-PLUS documentation.

Hyphenation

DECpage hyphenates words whenever there is enough space at the end of a line to put part, but not all, of the word. Do not manually hyphenate words at the end of lines, because you cannot judge where DECpage will break your lines.

To change the way DECpage hyphenates words ("hyphenate all uppercase and lowercase words", "hyphenate lowercase words only", or "hyphenate no words"), refer to the User-Designed Styles (UDS) utility and the *DECpage Style Designer's Guide*.

Overriding Hyphenation

If you do not like the way DECpage hyphenates a word, you can override the hyphenation with the WPS-PLUS invisible hyphen function.

For example, if DECpage breaks the word "realistic" between the e and the a, you can change the hyphenation by inserting an invisible hyphen between the l and the i. Move the cursor to the i, hold down SHIFT, and press Gold PRINT HYPH. The hyphen does not appear and the cursor does not move, but the next time DECpage hyphenates "realistic," it will do so between the l and the i.

Preventing Hyphenation

If you use a word that should not break at the end of a line, you can tell DECpage not to break the word by inserting an invisible hyphen in the space immediately after the last letter of the word.

For example, suppose you type the following line:

```
...all customers buying the HIFLY package...
```

You do not want the word HIFLY to be hyphenated at the end of the line, so you let DECpage know this by typing the following sequence:

```
...buying the HIFLY<Shift><Gold PRINT HYPH> package...
```

Foreign Hyphenation

DECpage can hyphenate documents written in any of the following languages:

- British
- Danish
- Dutch
- English
- Finnish
- French
- German
- Italian
- Norwegian
- Portuguese
- Spanish
- Swedish

NOTE: "English" means American English, not British English.

To specify hyphenation for a language other than English, place a control block similar to the following one at the beginning of the document:

```
------------------------- START CONTROL ----------------------------
LANGUAGE=French
------------------------- END CONTROL ------------------------------
```

DECpage hyphenates according to the rules of the language you have chosen.

The specified language remains in effect until you specify another language by entering a new control block. You can specify a new language as many times as you want within a document.

Nonbreaking Spaces

WPS-PLUS lets you enter nonbreaking spaces to join words that should not print on separate lines. To enter a nonbreaking space, press Gold NONBREAKING SPACE.

For example, assume the name Van Gogh appears in your document, and you do not want the name to break at the end of a line. To specify a nonbreaking space between Van and Gogh, type:

```
Van<Gold NONBREAKING SPACE>Gogh
```

When DECpage prints your document, Van Gogh is treated as a single word and does not break between lines.

Nonbreaking spaces can also be bolded and underlined to create a solid line. For example, to create a solid line that is ten spaces long, bold and underline ten nonbreaking spaces.

For more information about entering nonbreaking spaces, see your WPS-PLUS documentation.

Redlining

WPS-PLUS lets you draw a line through text that has been replaced, so that both the original and the new wording appear in a document. When DECpage prints your document, redlined areas print with a solid line through the text.

To redline areas of your document, follow these steps:

1. Move the cursor to the beginning of the text to be redlined.
2. Press SEL.
3. Move the cursor to the end of the text to be redlined.

4 Press Gold LINE. WPS-PLUS displays a menu at the bottom of the screen with Redline highlighted.

5 Press the Down Arrow key to apply redlining to the selected area. WPS-PLUS displays the word Apply below the redline option.

6 Press RETURN to apply redlining to the selected area.

WPS-PLUS displays the selected area in reverse video on your screen. When you print your document, this area prints with a solid line through the text.

To remove redlining from your document, follow these steps:

1 Move the cursor to the beginning of the text where you want to remove redlining.

2 Press SEL.

3 Move the cursor to the end of the redlined text.

4 Press Gold LINE.

5 Press the Down Arrow key until the word Remove appears below Redline.

6 Press RETURN.

WPS-PLUS returns you to your document. The selected text no longer appears in reverse video. See your WPS-PLUS documentation for more information on redlining.

Leadering

You specify *leadering*, or a string of dots, by typing five or more consecutive periods. You might use leadering when you want to lead the reader's eye across the page. For example:

Chicago-New York.....5:38
Miami-Houston-Phoenix 7:42
Bangor-Walla Walla.....10:58

You do not need to type any more than five periods. DECpage fills in the necessary periods for you.

To achieve the first line in the example, you can type:

```
Chicago-New York.....5:38
```

DECpage moves the 5:38 to the right margin and inserts the correct number of periods.

If your text is so long that five periods do not fit on the line, type the periods anyway and let the line wrap. Then type the text that the leadering is leading to. DECpage formats the text and leadering for you on one line.

The Report style chapter tells you how to create leadering for a table of contents in the report style.

Pagination

DECpage paginates documents, so you do not need to include any WPS-PLUS pagination commands. DECpage does, however, have some special pagination features you can use. The following sections explain these features.

Headers and Footers

You specify top and bottom page trims, or *headers* and *footers*, the same way you do in WPS-PLUS: with the control block commands TOP and BOTTOM. Simply insert the control block command into the document as you do normally, and DECpage formats the trims according to the style.

Note that trims are formatted differently depending on which document style you specify. For example, some styles do not print header or footer trims.

Table 3-6 shows which styles do not print header and footer trims.

Table 3-6 Header and Footer Trims Restrictions in Styles

Document Style	Trim Restrictions
Announcement	No header or footer trims
Directory	No header or footer trims (except for bottom trim on title page)
Letter	No footer trim (except on customized first page)
Memo	No footer trim (except on customized first page)
Transparency	No header trim

You can format the placement of header and footer trims by using the TAB or Gold CENTR key. The amount of space allotted for header and footer trims is approximately 4 lines. However, it varies from style to style.

Table 3-7 describes how to format the placement of header and footer trims.

Table 3-7 Formatting Header and Footer Trims

Trim Placement	You Enter
Flush left	text<T>
Flush right	<T>text
Flush left and flush right	text<T>text
Centered	text<Gold CENTR>

In most documents, header and footer trims do not appear on the first page. In WPS-PLUS, you place the control block command on the first page on which you want the header or footer to appear (usually the second page). Since DECpage paginates for you, simply place the header and footer

commands at the beginning of the document; DECpage positions headers and footers on the second and successive pages of the printed document.

For example, suppose the sample document at the beginning of this chapter has a second page. To put a header on the second page, place a control block similar to the following one at the beginning of the document:

```
------------------------- START CONTROL -----------------------------
TOP
TRAV-O-RAMA, Inc.                                    Cuzco Tour
-------------------------- END CONTROL ------------------------------
```

DECpage prints this header at the top of the second and successive pages.

In headers and footers, DECpage ignores WPS-PLUS page markers. Since DECpage paginates for you, you should not specify \p in a header or footer. DECpage ignores \d, so if you want the date to appear in a header or footer, you must type it. DECpage also ignores \s for section numbers, and all other page markers, in headers and footers.

For more information on control block commands, see your WPS-PLUS documentation.

Blank Pages

To specify a blank page in any style, use the following key sequence:

1. Press Gold NEW PAGE once.
2. Press Gold NONBREAKING SPACE and press RETURN.
3. Press Gold NEW PAGE again.

New Page

When you have a page that must *always* be a new page, such as the inclusion of a full-page illustration in a report, you specify this page the same way you do with WPS-PLUS: by pressing Gold NEW PAGE at the beginning of the new page.

Because DECpage paginates for you, Gold NEW PAGE is the only page marker you need to use. DECpage ignores other WPS-PLUS page markers.

For more information on using Gold NEW PAGE, see your WPS-PLUS documentation.

Renumbering Pages

DECpage numbers pages for you, so you do not need to specify any special page numbering. To change the way DECpage numbers pages ("regular", "alternate", or "none"), refer to the User-Designed Styles (UDS) utility and the *DECpage Style Designer's Guide*. However, to simply reset page numbering within a document, you can use the RESET command. The following sections explain how to use the RESET command to reset page numbering. For information on resetting page numbers and chapter numbers for large documents, refer to the Report Style chapter.

Resetting the Page Number to 1. To reset the page number to 1, press Gold CMND, type RESET, and press Gold CMND:

```
<Gold CMND>
------------------------- START CONTROL -----------------------------
RESET
<Gold CMND>
-------------------------- END CONTROL ------------------------------
```

NOTE: Do not use a NEW PAGE marker when you use the RESET command. The RESET command automatically begins a new page.

When you use RESET in a DECpage document, the page immediately following the RESET command is the first page of the style you select. For example, if you select a report style, the first page after RESET is the title page.

List Processing. Use the RESET command to reset page numbering for your WPS-PLUS list processing documents. Insert the RESET command at the end of your template form document, so the first page of every printed document is numbered 1.

For example:

```
.
.
.
Sincerely,

Hiram Greenspleen
President
------------------------- START CONTROL ----------------------------
RESET
------------------------- END CONTROL ------------------------------


TRAV-O-RAMA, Inc.
3550 One World Trade Center
New York, New York 10016
.
.
.
```

For more information on list processing, see your WPS-PLUS documentation.

Literal Text

When you want DECpage to print text as it appears on a terminal screen, you can identify this text as *literal* text. Literal text preserves the spacing and line endings that appear on the screen; it also changes the typeface to resemble screen text.

NOTE: You cannot use literal text in table of contents or index sections of a document.

You cannot use heading commands or entry commands in literal text.

You identify literal text with the WPS-PLUS control block commands and the DECpage keywords DECPAGE: LITERAL and DECPAGE: END LITERAL. For example, suppose you want your text printed as follows:

. . . all branch managers should respond to electronic mail message in this fashion:

```
MAIL> REPLY
To:     DRKSTR::GARCIA
Subj:   RE: Terrapin Station
```

As you can see, the literal section looks different from the text that introduces it. To achieve this, use the control block commands DECPAGE: LITERAL and DECPAGE: END LITERAL as follows:

```
...respond to electronic mail message in this fashion:
<Gold CMND>
------------------------- START CONTROL ----------------------------
DECPAGE: LITERAL<RETURN>
<Gold CMND>
------------------------- END CONTROL ------------------------------
    MAIL> REPLY
    To:    DRKSTR::GARCIA
    Subj:  RE: Terrapin Station
<Gold CMND>
------------------------- START CONTROL ----------------------------
DECPAGE: END LITERAL<RETURN>
<Gold CMND>
------------------------- END CONTROL ------------------------------
```

You cannot use other control block commands within a literal section. That is, after you type DECPAGE: LITERAL, you cannot insert another control block command until you end the literal section. For more information on control block commands, see your WPS-PLUS documentation.

NOTE: It is suggested that you do not put footnotes or superior numbers in literal text because the number touches the text line above it. This problem will not occur if you use the LPS40 (PrintServer 40) or LN03R (ScriptPrinter) printers and modify the sizing of these characters by using the User-Designed Styles (UDS) utility and the DECpage Style Designer's Guide.

DECpage prints literal text *exactly* as it appears on the terminal screen. Therefore, if the text on the screen has more characters than fit across the printed page, the characters will print off the right side of the page.

If you lose literal text on the right side of a page, you can either try a style with a wider text margin, or set your ruler for a shorter line.

Landscape Text

Landscape text is like literal text except that it begins printing on a new page, and it prints sideways, across the wide dimension of the paper. DECpage prints landscape text as it appears on a terminal screen:

- The typeface resembles screen text.
- The spacing and line endings are preserved exactly as they appear on the screen.

Landscape text, for example, is frequently used for large, multicolumn tables, because such tables are too wide to fit on a regular page.

NOTE: The GEN1LAND General style also prints text sideways, across the wide-dimension of the paper. However, the GEN1LAND style has full formatting capability, including fonts and headings. For more information about the GEN1LAND style, see the General Style chapter.

Note the following restrictions and guidelines for using landscape text in your document.

- You cannot use landscape text in the Announcement, Directory, or Newsletter styles.
- You cannot use landscape text in a table of contents or index section of a document.
- It is suggested that you do not use footnotes or superior numbers in landscape text because the number touches the text line above it. This problem will not occur if you use the LPS40 (PrintServer 40) or LN03R (ScriptPrinter) printers and modify the sizing of these characters by using the User-Designed Styles (UDS) utility and the *DECpage Style Designer's Guide*.
- You cannot use heading commands or entry commands in landscape text.

You specify landscape text with a control block command, just as you do with literal text (see the preceding section, Literal Text). The keywords, however, are different. If you want to designate text as landscape, use the keywords DECPAGE: LANDSCAPE and DECPAGE: END LANDSCAPE.

As with literal text, you cannot use other control block commands within a landscape section, except when specifying landscape graphics (refer to the Graphics section in this chapter). If you want to switch to landscape text while in the middle of literal text, you must end the literal section and then start the landscape section. In other words, you cannot use the command DECPAGE: LANDSCAPE until you have used the command DECPAGE: END LITERAL. The landscape text is then printed on a new page.

White Space

To specify white space on a page, press RETURN four or more times. DECpage inserts the equivalent amount of space into your text. For every six RETURNs, DECpage gives you a vertical inch of white space. This allows you to leave room for illustrations or other insertions in your text.

If you want white space immediately before a heading, or if you want less than four lines of white space, you must specify it with the LITERAL command. To specify white space with the LITERAL command, press RETURN in a literal region. For example, if you want three lines of white space to appear in your document, you can enter the following:

```
<Gold CMND>
------------------------- START CONTROL ----------------------------
DECPAGE: LITERAL<RETURN>
<Gold CMND>
------------------------- END CONTROL ------------------------------
<RETURN>
<RETURN>
<RETURN>
<Gold CMND>
------------------------- START CONTROL ----------------------------
DECPAGE: END LITERAL<RETURN>
<Gold CMND>
------------------------- END CONTROL ------------------------------
```

Graphics

If your printer has graphics capabilities, you can include graphics in your DECpage documents.

Your graphics must be in one of the following formats:

- ReGIS
- Sixel
- GKS (which DECpage converts to Sixel or PostScript)

  GKS graphic files are converted to Sixel or PostScript graphic format for DECpage documents. For DECpage to convert these files, you must have GKS V3.0 or later installed on your system.

- PostScript (that follows ADOBE PostScript conventions)

  DECpage supports PostScript Graphic products that adhere to the ADOBE sizing convention as used in ADOBE Illustrator PostScript Version 1.1.

Refer to your graphics documentation for more information on these graphic formats.

Table 3-8 shows which printers these graphic formats can print on, and the printing requirements.

Table 3-8 Graphic Formats and Printing Requirements

Printer Type	Graphic Format			
	ReGIS	Sixel	GKS (which DECpage converts to Sixel or PostScript)	PostScript (that follows ADOBE PostScript conventions)
LN01	No	No	No	No
LN01S	Yes, if PLOTLN is installed on your system.	No	No	No
LN03	Yes, if you have RETOS installed on your system.	Yes	Yes, if you have GKS V3.0 installed on your system.	No
LN03-PLUS	Yes, if you have RETOS installed on your system.	Yes	Yes, if you have GKS V3.0 installed on your system.	No
LN03R (Script-Printer)	Yes, if you have translation software.	Yes, if you have translation software.	Yes, if you have GKS V3.0 installed on your system.	Yes
LPS40 (Print-Server 40)	Yes, if you have translation software.	Yes, if you have translation software.	Yes, if you have GKS V3.0 installed on your system.	Yes

You include a graphic file into your document by specifying a size (small, large, or landscape), a caption if desired, and the name of the graphic file to be included in the document. The following sections explain how to do this.

When you format and print your document, DECpage locates the graphic file and positions it in the formatted document. If you preview your document, DECpage inserts the graphic file name in your preview text on the terminal screen, to show where the graphic will appear in the printed document.

Inserting A Graphic In Your Document

To insert a graphic in a DECpage document, you must specify the file name within a control block. That is, you press Gold CMND and then issue the DECPAGE: GRAPHIC command, which has the form:

```
<Gold CMND>
------------------------- START CONTROL ----------------------------
DECPAGE: size GRAPHIC filename<RETURN>
caption<RETURN>
<Gold CMND>
-------------------------- END CONTROL -----------------------------
```

where:

size = SMALL, LARGE, or LANDSCAPE

filename = the name of your graphics file

caption = the text of the caption (optional)

NOTE: When specifying a landscape graphic, do not insert a Gold NEW PAGE command before it. DECpage handles the pagination in your document for you.

For information on inserting several landscape graphics in a row, refer to the Positioning Graphics section later in this chapter.

Sizes of Graphics

DECpage allows you to print graphics in three sizes: small, large, and landscape.

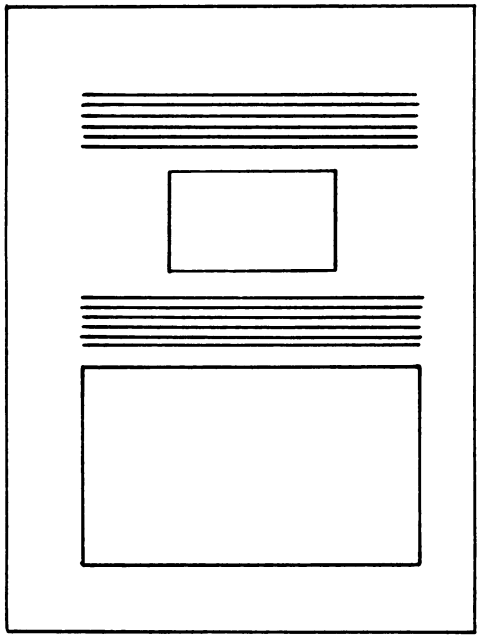
1 Small graphics measure 2″ by 3″ (5.08 cm by 7.62 cm). Small graphics are designed for two-column styles (for example, two-column reports and newsletters).

2 Large graphics measure 3″ by 5″ (7.62 cm by 12.70 cm).

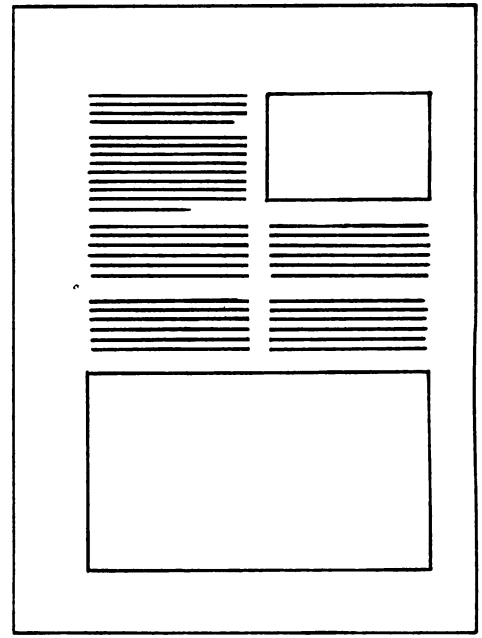
3 Landscape graphics measure 4.5″ by 7.5″ (11.43 cm by 19.05 cm).

NOTE: These graphics dimensions vary depending on the style you are using. To change graphics dimensions refer to the User Designed Styles utility and the DECpage Style Designer's Guide for more information.

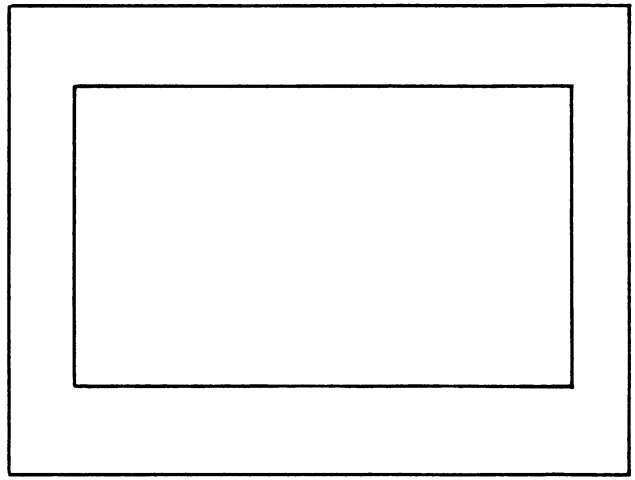
The illustration on the next page shows you the relative sizes of graphics.



Small and large graphics, one-column format.



Small and large graphics, two-column format.



Landscape graphic.

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Names of Graphics

The name you specify for your graphic is the name of the file that contains the graphic. For example, if you have a file named SUMMERTOUR.GRM, and you want to print it as a small graphic in a DECpage document, you specify:

```
------------------------- START CONTROL ----------------------------
DECPAGE: SMALL GRAPHIC SUMMERTOUR.GRM
------------------------- END CONTROL ------------------------------
```

DECpage searches your top-level directory for your graphic files. To specify another directory, simply include the directory name before your file name. To specify a different node name and disk, use the complete access path name. For example:

```
------------------------- START CONTROL ----------------------------
DECPAGE: SMALL GRAPHIC DRKSTR::DUA1:[GARCIA.GRAPHICS]SUMMERTOUR.GRM
------------------------- END CONTROL ------------------------------
```

NOTE: You cannot specify a complete access path name (node name and disk) if you use an LN01S printer, an LN03 printer with GKS conversion, or RETOS.

If you keep all of your graphic files in a subdirectory, such as [.GRAPHICS], you can tell DECpage to always search your [.GRAPHICS] subdirectory for graphics files, instead of your top-level directory. You do this by redefining the logical DECPAGE$GRAPHIC in your login.com file (in your top-level directory) as follows:

```
$ ASSIGN [GARCIA.GRAPHICS] DECPAGE$GRAPHIC
```

This command instructs DECpage to override the default definition of DECPAGE$GRAPHIC and use the definition you have specified. You can specify a complete access path, including node name and disk, in this command.

NOTE: Your system manager might have set up your system differently. If you have trouble printing graphics in DECpage documents, ask your system manager for help.

Captions in Graphics

If you include a caption when you specify a graphic, DECpage prints the caption with the graphic. For example, in specifying the small graphic SUMMERTOUR.GRM, you can include a caption like this:

```
------------------------- START CONTROL -----------------------------
DECPAGE: SMALL GRAPHIC SUMMERTOUR.GRM
Franklin's Tower
------------------------- END CONTROL -------------------------------
```

If you would like the graphic caption to be included in the automatic contents section "List of Figures", you use a heading command for the caption as follows:

```
------------------------- START CONTROL -----------------------------
DECPAGE: SMALL GRAPHIC SUMMERTOUR.GRM
[T2.1]Franklin's Tower
------------------------- END CONTROL -------------------------------
```

If you place the heading command for the graphic caption outside of the control block, it does not stay with the graphic if the graphic floats. Floating graphics are discussed in the next section.

Refer to the Headings section in this chapter, for more information on heading commands.

Positioning Graphics

Unless you specify otherwise, DECpage *floats* graphics. If DECpage cannot fit the graphic at the place in your text where you enter the graphic command (for instance, at the bottom of a page), the graphic "floats" to the nearest space that will accommodate it. DECpage then repositions the text that originally followed the graphic to the space where you entered the DECPAGE: GRAPHIC command.

For floating graphics, you should use references in the text that do not rely on the placement of the graphic. For example, instead of referring to the "following graph," you might number the graphic and refer to it by figure number.

If you do not want DECpage to float the graphic, you can specify that the graphic be *anchored* where you insert it. You specify an anchored graphic as follows:

```
------------------------- START CONTROL ----------------------------
DECPAGE: ANCHOR SMALL GRAPHIC SUMMERTOUR.GRM
Franklin's Tower
------------------------- END CONTROL ------------------------------
```

Specifying Multiple Landscape Graphics. To specify multiple landscape graphics in a row, you must enclose them in a landscape region. This ensures accurate pagination between graphics. For example:

```
------------------------- START CONTROL ----------------------------
DECPAGE: LANDSCAPE
------------------------- END CONTROL ------------------------------

------------------------- START CONTROL ----------------------------
DECPAGE: LANDSCAPE GRAPHIC SPRINGTOUR.GRM
------------------------- END CONTROL ------------------------------

------------------------- START CONTROL ----------------------------
DECPAGE: LANDSCAPE GRAPHIC SUMMERTOUR.GRM
------------------------- END CONTROL ------------------------------

------------------------- START CONTROL ----------------------------
DECPAGE: END LANDSCAPE
------------------------- END CONTROL ------------------------------
```

Logos

If your site has purchased a logo, you can print the logo in your documents. A logo can only be used on the printer it is designed for, and is not interchangeable between printers.

NOTE: You can convert LN01 and LN03 logos to PostScript. For details see the DECpage Installation Guide.

DECpage can store up to nine logos; you specify each logo by the number assigned to it. Check with your system manager to find out which number to use.

You may specify a logo anywhere in your document except in a landscape control block. To insert a logo, type L*n* (where *n* is the number of the logo), back up the cursor to the *n*, and press Gold DEAD KEY. You must use an uppercase L.

Do not enter other text on the same line as a logo.

Tip: Formatting Logos

A properly formatted logo should have enough white space above and below it to avoid crowding. If your printed logo appears crowded, you can insert a line or more of white space before or after it (see the Literal Text and White Space sections in this chapter).

Two-Dimensional Editor Diagrams

DECpage lets you include diagrams in your document that were created using the WPS-PLUS Two-Dimensional Editor (TDE). Using TDE you can, for example, create simple line drawings and bar graphs.

NOTE: To insure that your Two Dimensional Editor picture will be formatted correctly by DECpage, you must insert a clean ruler with a left margin of 1, immediately before the TDE picture.

You can also include text with your diagram. DECpage prints text in a diagram in the literal font.

For more information on the Two-Dimensional Editor, see your WPS-PLUS documentation.

NOTE: You cannot print documents with TDE diagrams on an LN01. You can print documents with TDE diagrams on an LN01S, LN03, LN03-PLUS, LN03R, and LPS40. If you print a document with TDE diagrams on the LN01S, the diagram will be represented with fallback characters (a close representation).

Composite Characters

You create composite characters for DECpage the same way you do with WPS-PLUS. That is, you type the characters, back up the cursor to the rightmost character, and press Gold DEAD KEY.

Table 3-9 shows you the composite characters that you can use in DECpage documents.

Table 3-9 Composite Characters

Composite Character	Characters You Type
British pound sign	L-
Bullet	oo
Cent sign	c/
Copyright mark	cO
Division sign	:-
Multiplication sign	/\
Plus-or-minus sign	+_
Register mark	RO
Trademark	TM

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Please note that the convention characters used for the multiplication sign are a slash (/) and a backslash (\).

Note that composite characters overstrike each other. Composite characters other than those listed above might not align correctly.

Multinational Characters

DECpage supports the use of multinational characters in your document. For information on using multinational characters, see your WPS-PLUS documentation.

Technical Character Set

The WPS-PLUS Technical Character Set includes the Greek alphabet (uppercase and lowercase), mathematical symbols, logical symbols, and component characters.

You can use characters from the WPS-PLUS Technical Character Set in DECpage documents, but with the following restrictions:

- Because the left square bracket "[" is used to denote heading and entry commands for DECpage documents, it does not normally print in your text. If you want to print a left square bracket in your text, you must precede it with an underscore "_[".
- All technical characters print in the 10-point monospace technical character font. You might not, for example, want to use technical characters in large headings, because the technical character will print smaller than the rest of the heading.
- Technical characters that span more than one line should be printed as literal text (literal regions always use monospace characters). See the Literal Text section in this chapter.

NOTE: If you use the LPS40 (PrintServer 40) or LN03R (ScriptPrinter) printers, you can modify the sizing of these characters by using the User-Designed Styles (UDS) utility and the DECpage Style Designer's Guide.

- Do not underline technical characters; they will not format correctly.
- Do not redline technical characters; they will not format correctly.

For more information on the Technical Character Set, see your WPS-PLUS documentation.

NOTE: You cannot print documents with technical characters on an LN01. You can print documents with technical characters on an LN01S, LN03, LN03-PLUS, LN03R, and LPS40. If you print a document with technical characters on the LN01S, the technical character will be represented by a fallback character (a close representation).

4

Announcement Style

This chapter discusses the DECpage Announcement style. It describes:

- Which Announcement styles are available
- Keying conventions for the Announcement style

The DECpage Announcement style allows you to present text in a larger typeface and a more eye-catching design than other styles. You might use this style to announce special events, courses, newsworthy items, and so on.

You do not need to follow any special conventions for the announcement style. Use the standard DECpage keying conventions as discussed in the Keying Conventions chapter.

NOTE: You cannot use landscape text in the Announcement style.

A sample announcement appears on the next page.

TRAV-O-RAMA Announces:

Office Computing Seminars

for

District and Branch Managers

You've got the equipment – now learn how to use it! TRAV-O-RAMA's series of seminars on computers in the office will teach you how to use:

- Electronic Mail
- Desk Management
- Information Management
- Word Processing
- High Quality Printing

Seminars begin in May at company headquarters in New York. For more information and dates, call Jane Ross at 212-673-6029.

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DECpage provides two announcement styles:

A1 Triumvirate typeface, centered headings, justified right margin.

A2 Triumvirate typeface, flush left headings, ragged right margin.

See the *DECpage Style Samples* guide for examples of each style.

Announcement Style Summary

Features: This style presents text in a larger typeface and a more eye-catching design than other styles.

Restrictions: You cannot use landscape text in this style.

Underlined text is printed as underlined, and bolded and underlined text is printed as bolded and underlined.

You cannot specify header or footer text in this style.

Suggestions: You might use this style to announce special events, courses, and newsworthy items.

5

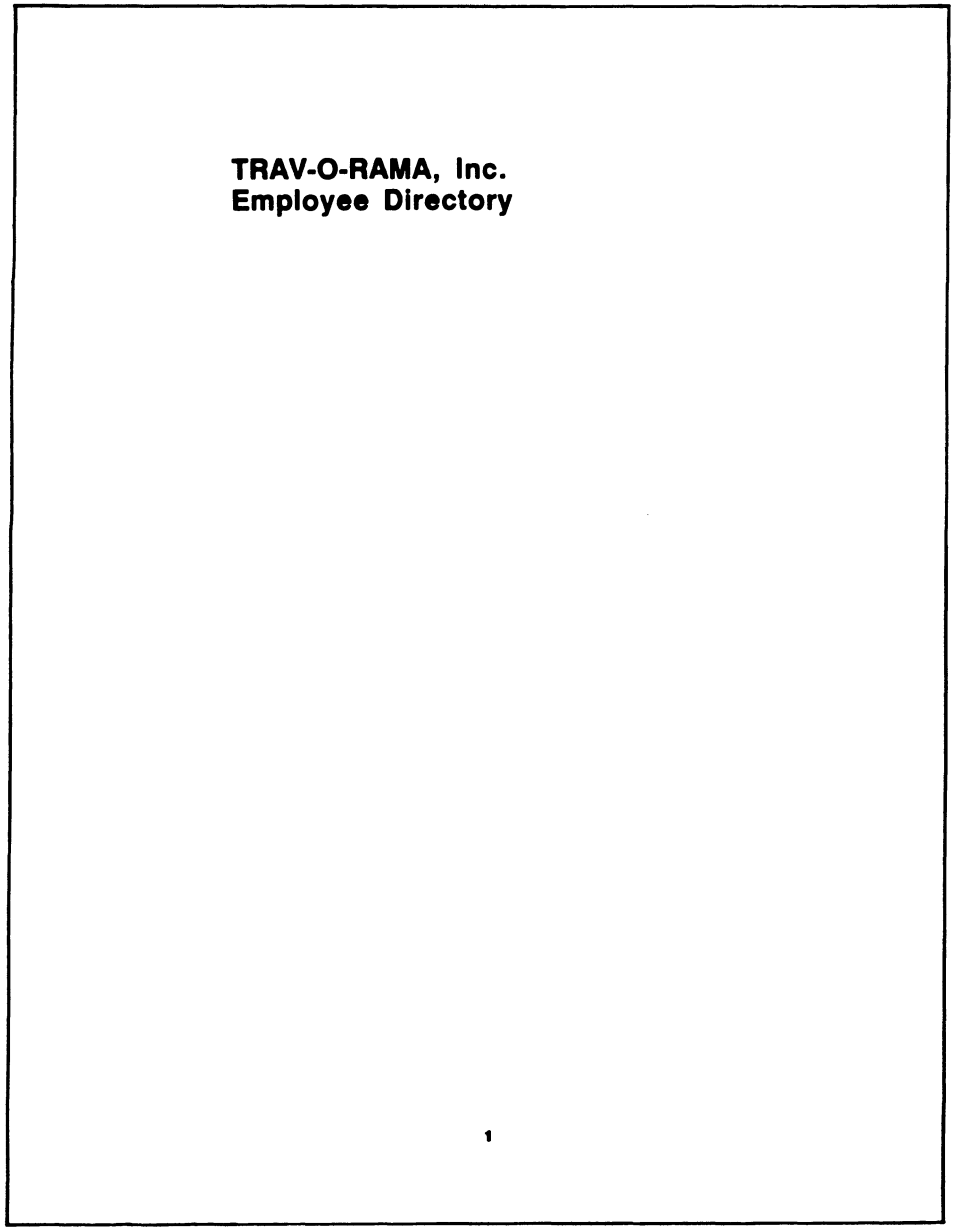
Directory Style

This chapter discusses the DECpage Directory style. It describes:

- How to specify a title page
- How to specify front sections
- Keying conventions for the Directory style

DECpage provides a two-column directory style.

A sample directory appears on the next two pages.



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Continental U.S. Employees

Adams, Charlene	NYC	212-224-4685	Derbyfield, John V.	LOS	213-851-2140
Andkjar, Elise	ANC	907-922-2278	Dg, Nguyen	SFN	415-888-4125
Arlington, Ed	STL	314-478-0987	Drake, Deborah	HON	808-332-6824
Armstrong, David	CHI	312-603-6409	Dunn, Richard P.	NYC	212-224-4989
Axbow, Loulou	NYC	212-224-4697	Eckles, Jenny	LOS	213-851-2137
Azzi, Alfred	PHL	215-556-9654	Edwards, Arlene S.	SLC	801-767-7541
Barron, Theodore	CHI	312-603-5575	Edwards, Paul	SLC	801-767-7539
Bell, Daniel	PHL	215-556-9652	Emerson, Everett	PHL	215-556-9655
Bloom, Henriette	NOL	504-662-8341	Entwistle, Sherri	DNV	303-277-1071
Blythe, Patricia B.	LOS	213-851-2134	Erikson, Gerald	MIN	612-343-2088
Bralliar, Burt	ATL	404-239-3000	Erwin, Thomas F.	BUF	716-406-6621
Brown, Marty	SFN	415-888-4124	Fabrizio, Teresa	BOS	617-778-3467
Buhler, Lauren	IND	317-345-0946	Fahey, William I.	WDC	202-655-3580
Capezio, Toni	NYC	212-224-4680	Faulkner, Robert	MIA	305-384-8967
Carson, Kim	STL	314-478-0990	Feldman, Jill	DAY	513-213-0220
Cervantes, Miguel	MIA	305-267-7776	Ferguson, Kathi	MNC	603-668-3448
Cornwall, William P.	DAL	214-986-7297	Fletcher, Marian	BOS	617-778-3465
Cook, Thomas	NYC	212-224-4686	Freda, Sue	HOU	713-280-4687
Cooper, Winifred T.	PHL	215-556-9660	Fritos, Tomas	SDG	619-964-5584
Crenshaw, Evelyn S.	BOS	617-788-2112	French, Allison	HON	808-332-6826
Czeznski, Joseph	MIN	612-343-2091	Garrison, Deana B.	DOV	302-754-3251
D'Avignon, Debbie	NOL	504-662-8343	Gaulle, Michel	PTL	207-557-0766
Davis, Carlton	BOS	617-788-2113	Germaine, Pete	FLD	305-634-1324
Davis, Pat	NYC	212-224-4690	Ghurz, Shahrika	WDC	202-655-3582
Davison, Edward E.	DAL	214-986-7298	Greenspleen, Hiram	NYC	212-224-5000
Demers, Fred	ATL	404-239-3002	Grey-Mazurka, Polly	WYO	307-445-8655

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DECpage provides one directory style:

D1 Triumvirate typeface, two-column format (except for front matter), flush left headings, ragged right margin.

See the *DECpage Style Samples* guide for an example of the directory style.

NOTE: You cannot use the following text elements in the Directory style: landscape text, header or footer text (except on the first page), and endnotes.

Title Page

You specify a title page for a directory by typing the title with the conventions for a first-level heading. For example:

```
--------------------------- TOP ----------------------------------
L-------------------------------------------------------------------R
<RETURN>
<RETURN>
<RETURN>
<SEL>TRAV-O-RAMA, Inc.<BOLD><SEL><BACK UP><LINE><UNDER LINE><RETURN>
<SEL>Employee Directory<BOLD><SEL><BACK UP><LINE><UNDER LINE><RETURN>
<RETURN>
```

You can include other text on the title page. Simply enter it as you enter any other text. DECpage formats title page text in a wide single column.

You do not need to specify white space on the title page; DECpage provides it for you.

Front Sections

If you want other sections, such as a table of contents or preface, before the actual directory, specify this by pressing Gold NEW PAGE and typing FRONT, followed by a RETURN. Then enter your text as you normally do. (Creating front sections is explained in the Report Style chapter.) DECpage formats front sections in the same wide single column as on the title page.

If you have more than one front section and you want each section to start on a new page, specify this by typing the name of the section with the conventions of a first-level heading. For example:

```
L-------------------------------------------------------------------R
------------------------ NEW PAGE --------------------------------
FRONT
<RETURN>
<RETURN>
<RETURN>
<SEL>Contents<BOLD><SEL><BACK UP><LINE><UNDER LINE><RETURN>
<RETURN>
```

Then enter text as you normally do.

Body of the Directory

You specify body text for a directory by pressing Gold NEW PAGE twice. You can enter a first-level heading to denote the first section of the body, or you can enter body text according to the standard DECpage keying conventions. For example:

```
<SEL>TRAV-O-RAMA, Inc.<BOLD><SEL><BACK UP><LINE><UNDER LINE><RETURN>
<SEL>Employee Directory<BOLD><SEL><BACK UP><LINE><UNDER LINE><RETURN>
<RETURN>
<Gold NEW PAGE>
------------------------ NEW PAGE --------------------------------
<Gold NEW PAGE>
------------------------ NEW PAGE --------------------------------
<RETURN>
<RETURN>
<RETURN>
<SEL>Continental U.S. Employees<BOLD><SEL><BACK UP><LINE><UNDER LINE>
<RETURN>
<RETURN>
L-------------------------------T----------T----------------------R
Adams, Charlene                  NYC        212-555-4685<RETURN>
Andkjar, Elise                   ANC        907-555-2278<RETURN>
Arlington, Ed                    STL        314-555-0987<RETURN>
   .
   .
   .
```

DECpage formats directory body text in two columns. You do not need to follow any special conventions for this format.

Directory Style Summary

Features: This style is formatted in two columns.

Restrictions: You cannot use the following text elements in this style: landscape text, header or footer text (except on the title page), and endnotes.

6

General Style

This chapter discusses the DECpage General style. It describes:

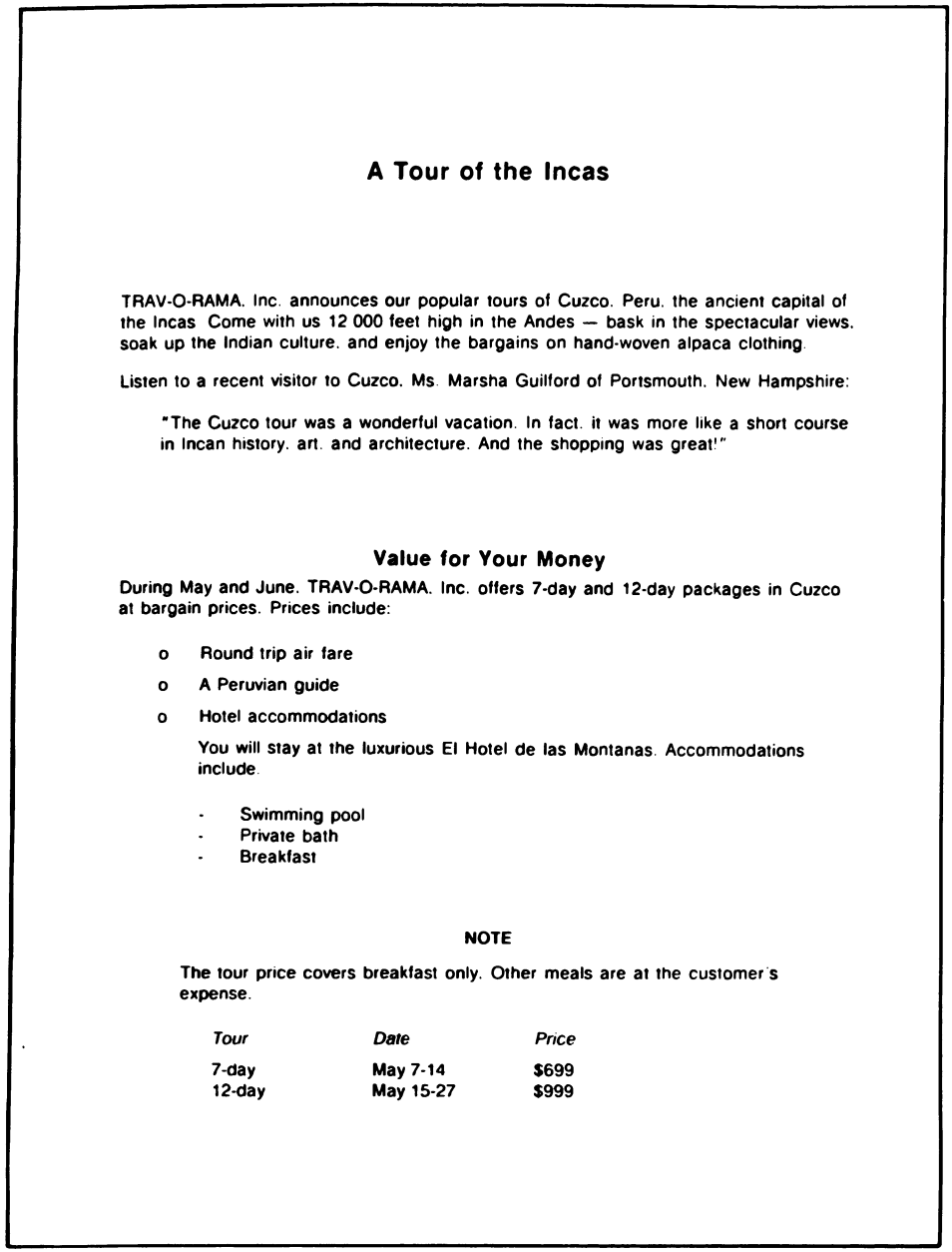
- How the General style is used
- Keying conventions for the General style
- Which General styles are available

You can use the general style in the following ways:

1. To print text that is not formatted in any particular document style.
2. To create a document that prints sideways, across the wide dimension of the paper.

There are no special keying conventions for the general style. To format a document for the general style, use the standard DECpage keying conventions described in the Keying Conventions chapter.

A sample of the general style GEN1 appears on the next page.



A Tour of the Incas

TRAV-O-RAMA, Inc. announces our popular tours of Cuzco, Peru, the ancient capital of the Incas. Come with us 12 000 feet high in the Andes — bask in the spectacular views, soak up the Indian culture, and enjoy the bargains on hand-woven alpaca clothing.

Listen to a recent visitor to Cuzco, Ms. Marsha Guilford of Portsmouth, New Hampshire:

> "The Cuzco tour was a wonderful vacation. In fact, it was more like a short course in Incan history, art, and architecture. And the shopping was great!"

Value for Your Money

During May and June, TRAV-O-RAMA, Inc. offers 7-day and 12-day packages in Cuzco at bargain prices. Prices include:

- Round trip air fare
- A Peruvian guide
- Hotel accommodations

  You will stay at the luxurious El Hotel de las Montanas. Accommodations include:

  - Swimming pool
  - Private bath
  - Breakfast

NOTE

The tour price covers breakfast only. Other meals are at the customer's expense.

Tour	*Date*	*Price*
7-day	May 7-14	$699
12-day	May 15-27	$999

ZK-8943-HC

DECpage provides three general styles:

GEN1 Triumvirate typeface, centered headings, ragged right margin.

GEN1LAND Triumvirate typeface, centered headings, ragged right margin. Document prints sideways, across the wide dimension of the paper.

GEN2 Triumvirate typeface headings, Century Textbook typeface text, flush left headings, justified right margin.

See the *DECpage Style Samples* guide for examples of each style.

NOTE: The GEN1LAND style does not print on an LN01 or LN01S printer.

The GEN1LAND style can be modified to enlarge the type size for slides or to set up an extra large (11″ × 17″ or A3) landscape page that can be printed on an LPS40 (PrintServer 40) printer. For more information, refer to the User-Designed Styles (UDS) utility and the *DECpage Style Designer's Guide*.

General Style Summary

Features: The General style is for text that is not formatted in any particular style.

Use the GEN1LAND style to create general style documents that print sideways, across the wide dimension of the paper.

Restrictions: The GEN1LAND style does not print on an LN01 or LN01S printer.

7

Letter Style

This chapter discusses the DECpage Letter style. It describes:

- Which Letter styles are available
- Keying conventions for the Letter styles
- Multipage letters for each style
- Printing letters on pre-printed letterhead

You can format and print three styles of letters with DECpage:

- Block
- Modified block
- Personal

Each style has several variations. These variations are described in each style section.

Block Letters

The block letter style is used most frequently in business correspondence. In a block letter, all text starts at the left margin, as in the sample letter on the following page.

TRAV-O-RAMA, Inc.
7550 One World Trade Center
New York, New York 10016
December 15, 1985

Sr. Jose Fritos
Hotel de las Montanas
Plaza de las Armas
Cuzco, Peru

Dear Sr. Fritos:

TRAV-O-RAMA's customer response to the Hotel de las Montanas has been unanimously favorable. Based on this, we'd like to extend our current contract with you.

We will be offering at least two tours in May. One is May 7-14; the other is May 15-27. We expect to accommodate 12 to 20 people per tour.

Please let me know if you can handle these parties on the above dates. It is a pleasure to continue doing business with you.

Very truly yours.

Denise Grady

Denise Grady
South American District Manager

DG:rs

ZK-8940-HC

DECpage provides three block letter styles:

LB1 Triumvirate typeface, justified right margin.

LB2 Century Textbook typeface, justified right margin.

LB3 Stymie typeface, justified right margin.

See the *DECpage Style Samples* guide for examples of each style.

Return Address and Date

To specify the return address and date, press RETURN three times and then type the text. Here are the conventions for a return address and date:

```
----------------------------- TOP ---------------------------------
L-------------------------------------------------------------------R
<RETURN>
<RETURN>
<RETURN>
TRAV-O-RAMA, Inc.<RETURN>
7550 One World Trade Center<RETURN>
New York, New York 10016<RETURN>
December 15, 1985<RETURN>
<RETURN>
Sr. Jose Fritos<RETURN>
.
.
.
```

Body of the Letter

You do not need to follow any special conventions for the receiver's address, salutation, or body of the letter. Simply type them according to the standard DECpage keying conventions.

Closing, Sender's Name, and Identification Initials

To specify the closing, press RETURN three times and type the closing. Then, to specify the sender's name, press RETURN three times after the closing and type the name. Finally, to specify identification initials, press RETURN twice after the sender's name and type the initials.

Here are the conventions for the closing, sender's name, and identification initials:

```
.
.
.
It is a pleasure to continue doing business with you.<RETURN>
<RETURN>
<RETURN>
Very truly yours,<RETURN>
<RETURN>
<RETURN>
Denise Grady<RETURN>
<RETURN>
DG:rs<RETURN>
```

Multipage Block Letters

If your letter is longer than one page, you might want some header information to appear at the top of successive pages. Use the WPS-PLUS control block command TOP to specify header information. For example, you might want a header that resembles the following:

```
Sr. Jose Fritos
December 15, 1985
Page 2
```

To enter this header, place the control block command TOP at the beginning of the letter. Type the header text, but do not type the page information. DECpage prints the header text on every page after the first page and increments the page number automatically. To specify the header in the preceding sample, enter the following control block command and text:

```
<Gold CMND>
--------------------------- START CONTROL -------------------------
TOP<RETURN>
Sr. Jose Fritos<RETURN>
December 15, 1985<RETURN>
<Gold CMND>
---------------------------- END CONTROL --------------------------
```

Regardless of the number of pages in your letter, you enter the header text only once.

Modified Block Letters

The modified block style is similar to the block style except that the date and the closing are indented. On the following page is a sample modified block letter.

TRAV-O-RAMA, Inc.
7550 One World Trade Center
New York, New York 10016
October 15, 1985

Sr. Jose Fritos
Hotel de las Montanas
Plaza de las Armas
Cuzco, Peru

Dear Sr. Fritos:

TRAV-O-RAMA's customer response to the Hotel de las Montanas has been unanimously favorable. Based on this, we'd like to extend our current contract with you.

We will be offering at least two tours in May. One is May 7-14; the other is May 15-27. We expect to accommodate 12 to 20 people per tour.

Please let me know if you can handle these parties on the above dates. It is a pleasure to continue doing business with you.

Very truly yours,

Denise Grady

Denise Grady
South American District Manager

DG:rs

ZK-8939-HC

DECpage provides three modified block letter styles:

LMB1 Triumvirate typeface, justified right margin.

LMB2 Century Textbook typeface, ragged right margin.

LMB3 Stymie typeface, justified right margin.

See the *DECpage Style Samples* guide for examples of each style.

Return Address and Date

Do not indent the return address and date; DECpage does this for you. If you indent, your text will be formatted incorrectly.

To specify the return address and date, press RETURN three times and then type the text. Here are the conventions for a return address and date:

```
------------------------------ TOP -------------------------------
L-----------------------------------------------------------------R
<RETURN>
<RETURN>
<RETURN>
TRAV-O-RAMA, Inc.<RETURN>
7550 One World Trade Center<RETURN>
New York, New York 10016<RETURN>
October 15, 1985<RETURN>
<RETURN>
Sr. Jose Fritos<RETURN>
.
.
.
```

Body of the Letter

You do not need to follow any special conventions for the receiver's address, salutation, or body of the letter. Simply type them according to the standard DECpage keying conventions.

Closing, Sender's Name, and Identification Initials

Do not indent the closing and sender's name; DECpage does this for you. If you indent, your text will be formatted incorrectly.

To specify the closing, press RETURN three times and type the closing. Then, to specify the sender's name, press RETURN three times after the closing and type the name. Finally, to specify identification initials, press RETURN twice after the sender's name and type the initials.

Here are the conventions for the closing, sender's name, and identification initials:

```
.
.
.
It is a pleasure to continue doing business with you.<RETURN>
<RETURN>
<RETURN>
Very truly yours,<RETURN>
<RETURN>
<RETURN>
Denise Grady<RETURN>
<RETURN>
DG:rs<RETURN>
```

Multipage Modified Block Letters

If your letter is longer than one page, you may want some header information to appear at the top of successive pages. Use the WPS-PLUS control block command TOP to specify header information. For example, you might want a header that resembles the following:

```
Sr. Jose Fritos                                October 15, 1985
                              - 2 -
```

To enter this header, place the control block command TOP at the beginning of the letter. Type the header text, but do not type the page information. DECpage prints the header text on every page after the first page and increments the page number automatically. To specify the header in the preceding sample, enter the following control block command and text:

```
L-------------------------------------------------------------R-----
<Gold CMND>
---------------------------- START CONTROL -------------------------
TOP<RETURN>
Sr. Jose Fritos<T>                              October 15, 1985<RETURN>
<Gold CMND>
----------------------------- END CONTROL --------------------------
```

Notice that although the ruler does not have a tab setting, you press TAB to advance to the right margin to type the date. The date will fill in from the right margin as you type it.

Regardless of the number of pages in your letter, you enter the header text only once.

Personal Letters

In the personal letter style, the date and closing are indented. The first line of every paragraph is also indented if you specify it.

On the following page is a sample personal letter.

TRAV-O-RAMA, Inc.
7550 One World Trade Center
New York, New York 10016
December 5, 1985

Dear Ms. McDermott,

You and your husband, David, are cordially invited to TRAV-O-RAMA's gala New Year's Eve Party. I have invited one hundred of our best customers to celebrate the New Year with us, and I hope you'll be able to attend.

The Place:	International Travel Museum
The Date:	December 31, 1985
The Agenda:	7:30 Dinner
	8:30 Dessert and previews of 1986 tours
	9:30 Open bar and dancing
	3:00 New Year's champagne breakfast

Come dine with us, preview our 1986 tours, and kick up your heels! I look forward to wishing you a Happy New Year.

Cordially,

Hiram Greenspleen

Hiram Greenspleen
President

ZK-9227-HC

DECpage provides four personal letter styles:

LP1 Triumvirate typeface, ragged right margin.

LP2 Century Textbook typeface, ragged right margin.

LP3 Stymie typeface, ragged right margin.

LP4 Souvenir typeface, ragged right margin.

See the *DECpage Style Samples* guide for examples of each style.

Return Address and Date

Do not indent the return address and date; DECpage does this for you. If you indent, your text will be formatted incorrectly.

To specify the return address and date, press RETURN three times and then type the text. Here are the conventions for a return address and date:

```
------------------------------ TOP -------------------------------
L-----------------------------------------------------------------R
<RETURN>
<RETURN>
<RETURN>
TRAV-O-RAMA, Inc. <RETURN>
7550 One World Trade Center <RETURN>
New York, New York 10016<RETURN>
December 5, 1985<RETURN>
<RETURN>
Dear Ms. McDermott,<RETURN>
.
.
.
```

Body of the Letter

You need not follow any special conventions for the body of the letter. Simply type it according to the standard DECpage keying conventions.

If you want to indent the first line of each paragraph in a personal letter, follow these steps:

1. Use a P in your ruler, but do not tab to the paragraph indent.
2. Use 2 RETURNs or Gold PARA MARKER to begin each indented paragraph.

Here is a sample personal-letter ruler and the correct keystrokes:

```
Dear Ms. McDermott,<RETURN>
L----P-------------------------------------------------------------R
<RETURN>
You and your husband, David, are cordially invited to attend
TRAV-O-RAMA's gala New Year's Eve Party.....
   .
   .
   .
```

Or:

```
Dear Ms. McDermott,<RETURN>
L----P-------------------------------------------------------------R
<Gold PARA MARKER>
You and your husband, David, are cordially invited to attend
TRAV-O-RAMA's gala New Year's Eve Party.....
   .
   .
   .
```

Notice that you set the ruler with the P indent after the salutation. Otherwise, DECpage indents the salutation.

End the body of the letter by inserting a clean ruler without the P indent.

Closing, Sender's Name, and Identification Initials

Do not indent the closing and sender's name; DECpage does this for you. If you indent, your text will be formatted incorrectly.

To specify the closing, press RETURN three times and type the closing. Then, to specify the sender's name, press RETURN three times after the closing and type the name. Finally, to specify identification initials, press RETURN twice after the sender's name and type the initials. For example:

```
...wishing you a Happy New Year.<RETURN>
L-------------------------------------------------------------------R
<RETURN>
<RETURN>
Cordially,<RETURN>
<RETURN>
<RETURN>
Hiram Greenspleen<RETURN>
President<RETURN>
<RETURN>
HG:rs<RETURN>
```

Multipage Personal Letters

There is usually no need for header information on second or successive pages of a personal letter. DECpage numbers the pages for you automatically, so you do not have to do anything to format multipage personal letters.

If, however, you want header information printed on the second or successive pages of a personal letter, use the WPS-PLUS control block command TOP to do this. For example, you might want a header that resembles the following:

Ms. McDermott
December 5, 1985

- 2 -

To enter this header, place the control block command TOP at the beginning of the letter. Type the header text, but do not type the page information. DECpage prints the header text on every page after the first page and increments the page number automatically. To specify the header in the preceding sample, enter the following control block command and text:

```
<Gold CMND>
---------------------------- START CONTROL -------------------------
TOP<RETURN>
Ms. McDermott<RETURN>
December 5, 1985<RETURN>
<Gold CMND>
---------------------------- END CONTROL ---------------------------
```

Regardless of the number of pages in your letter, you need enter the header text only once.

Printing Letters on Preprinted Letterhead

To print a letter formatted by DECpage on preprinted letterhead, see the chapter on Formatting, Previewing, and Printing Documents.

Letter Style Summary

Features:	DECpage automatically positions the return address, date, closing, and sender's name for the style you choose.
Restrictions:	You cannot specify footer trim in the letter style (except on a customized first page).
Suggestions:	The block letter style is used most frequently in business correspondence.
Special Conventions:	Use 3 RETURNs before return address and date, closing, and sender's name.

8

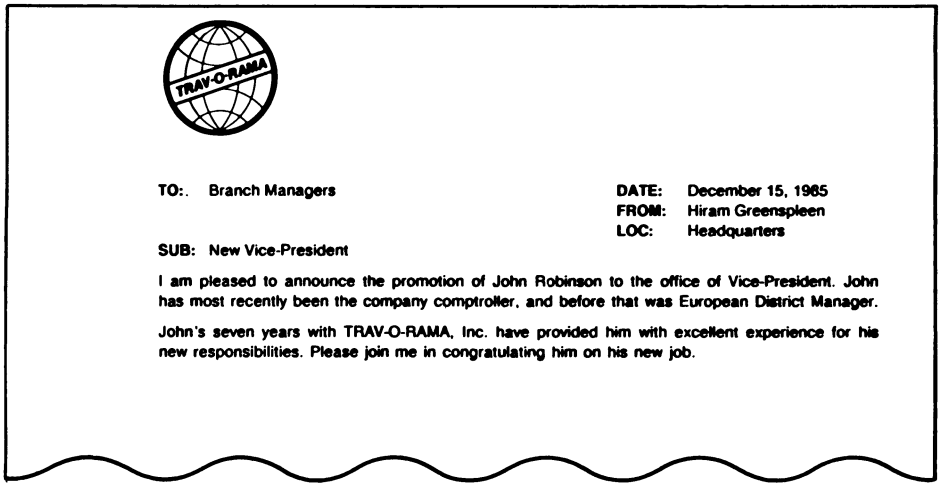
Memo Style

This chapter discusses the DECpage Memo style. It describes:

- Which Memo styles are available
- Keying conventions for the Memo style
- Formatting tips
- How to create a memo template
- Printing memos on pre-printed letterhead

You do not need to use any special keying conventions to create a memo. Rather, you use the standard DECpage keying conventions, as discussed in the Keying Conventions chapter.

Below is a sample memo:



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DECpage provides four memo styles:

M1 Triumvirate typeface, justified right margin.

M2 Century Textbook typeface, ragged right margin.

M3 Stymie typeface, justified right margin.

M4 Souvenir typeface, ragged right margin.

See the *DECpage Style Samples* guide for examples of each style.

Although you do not need to follow any special conventions to create a memo, you will get better results if you follow these tips:

- Bold keywords such as **TO:**, **FROM:**, and so on. This helps separate them from their complementary text.
- Set tabs for keywords and their complements. For example:

```
          1         2         3         4         5         6
....:....0....:....0....:....0....:....0....:....0....:....0
L    T                                T         T              R

TO:  Branch Managers                  DATE:  December 15, 1985
```

  Remember to delete the tabs before you begin the text for your memo.

- Make sure you leave enough space in each tabular column to accommodate the text you enter there. Otherwise, your memo might not format as you expect. Words with uppercase letters require more space than lowercase or mixed-case words.

  For example, if you wanted to include the keyword **SUBJECT:** under the keyword **TO:** in the preceding example, you must move the first tab stop a few spaces to the right. Doing so allows **SUBJECT:** to fit between the left margin and the tab stop, or within the first tabular column.

Shortcut: Memo Template

If you create memos frequently, you might want to store a memo template and edit it each time you need a new memo. This saves you the trouble of setting a new ruler and typing in the keywords each time.

Follow these steps to create a memo template:

1. Create a document called Memo Template.
2. Set the ruler you want to use in your memos. The ruler should include tab stops to position the keywords and their complementary text.

3 Type the keywords at the appropriate tab stops. Bold them if you wish.

4 File the memo template by pressing Gold FILE.

To use this memo template when you want to create a memo, follow these steps:

1 Create a new memo.

2 At the beginning of the new memo, insert the memo template by pressing Gold GET DOCMT and supplying the name or number of the memo template. The memo template appears in your new memo.

3 Edit the new memo by supplying names, date, subject, and so on, and then enter your memo text.

Printing Memos on Preprinted Letterhead

To print a memo formatted by DECpage on preprinted letterhead, see the chapter on Formatting, Previewing, and Printing Documents.

Memo Style Summary

Restrictions: You cannot specify footer trim in this style (except on a customized first page).

Suggestions: Bold keywords such as **TO:** and **FROM:**.

9

Newsletter Style

This chapter discusses the DECpage Newsletter style. It describes:

- How to specify heading conventions
- Keying conventions for the Newsletter style
- How to specify new columns
- Floating literal text

DECpage provides a two-column newsletter style. This type of newsletter is frequently used to distribute information to employees or customers.

NOTE: You cannot specify landscape text or footer trim in the Newsletter style.

A sample newsletter appears on the next two pages.

TRAV-O-RAMA News and Views

November 15, 1985

Rome Office Wins the 1985 Globetrotter Competition

The results of the 1985 Globetrotter Competition are in and TRAV-O-RAMA's Rome office is the big winner. Rome increased its gross revenue by a whopping 98% over its 1984 earnings.

Rome office manager Gino Cronino attributes his success to the hard work and innovation of his staff. "We got out there and hustled," Gino says. "Special weekend packages, excursion fares, and a major promo campaign really helped bring in business."

Other TRAV-O-RAMA contenders for top prize were Paris (80% increase), Tokyo (78%), and Seattle (76%).

For winning the 1985 competition, each member of the Rome staff receives an expenses-paid vacation to any city in the world that TRAV-O-RAMA services. Gino's staff is very excited about this, he

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says. "We've got people going to Buenos Aires, San Francisco, and Oslo. This contest has been a great incentive, and we'll be trying even harder to win next year!"

TRAV-O-RAMA Opens Office in Anchorage, Alaska

On October 10, President Hiram Greenspleen announced the opening of TRAV-O-RAMA's newest office, located in Anchorage, Alaska.

"We're pleased to be servicing Alaska and the Yukon Territory," Hiram said at a luncheon in downtown Anchorage. "The region is becoming more and more important commercially, and offers beautiful vacation possibilities."

Elise Andkjar, manager of the Anchorage office, said she was pleased at the response during the first week of operation. "We've booked several salmon fishing expeditions," she said. "And we expect to do a lot of trips into wilderness areas. We have contracts with commercial bush pilots and can provide service to virtually any spot in the region."

At a huge kick-off celebration in one of Anchorage's most popular night spots, The Thirsty Griz, response to the new travel agency was positive. Umlak Uchik, an Anchorage radio personality, said "I'm impressed by TRAV-O-RAMA's computer network. I can go into the office and see how many seats are available on flights out of the city. That way I can fly stand-by and save money."

Dayton Office Conducts Successful Blood Drive

Eighty pints of blood were collected in a blood drive at the Dayton, Ohio office on October 20.

"It was a very successful drive," reports Nancy Sydor, Director of Blood Services for the Dayton Blood and Bone Consortium. "TRAV-O-RAMA is to be congratulated for a job well done."

TRAV-O-RAMA employees and customers recruited Dayton residents to participate in the drive.

TRAV-O-RAMA Sponsors 1985 National Merit Scholars

TRAV-O-RAMA, Inc. has chosen this year's recipients of National Merit Scholarships. Both recipients are children of TRAV-O-RAMA employees.

Allison Bell is the daughter of Mary and Dan Bell, manager, Philadelphia office. Allison, who will graduate from the Ambler Montessori School in May, will attend Rutgers University as a marine biology major. Her career goal is to conduct marine mammal research.

Jena Davis is the daughter of Ruth and Carlton Davis of Woburn, Massachusetts. Carlton is an accountant at the Boston office. Jena will attend Radcliffe, where she will study filmmaking.

National Merit Scholarships range from $250 to $2000 annually, depending on financial need and tuition costs.

Study Shows More Americans Vacationing in Far East

Despite the extra cost of getting there, more Americans are taking vacations in the Far East, a recent study shows. Statistics provided by Trav-O-Fax, a subsidiary of TRAV-O-RAMA, Inc., show that in 1985 flights to Japan increased by 78% over the 1984 figure.

ZK-8933-HC

DECpage provides one newsletter style:

NL1 Triumvirate typeface headings, Century Textbook typeface text, flush left headings, two-column format, ragged right margin.

See the *DECpage Style Samples* guide for an example of the newsletter style.

Heading Conventions

You must specify the title of a newsletter as a first-level heading. The following example shows the use of a heading command to format the multiple-line title heading.

```
<RETURN>
L-------------------------------------------------------------R
<RETURN>
[T1.1]TRAV-O-RAMA<RETURN>
News and Views<RETURN>
<RETURN>
```

You do not need to specify white space below the title; DECpage does this for you. Simply press RETURN twice after specifying the title.

After you specify the title, you can specify headings just as you do normally. That is, first-, second-, third-, and fourth-level headings use their standard conventions. For example:

```
<RETURN>
L-------------------------------------------------------------R
<RETURN>
[T1.1]Rome Office Wins the 1985 Globetrotter Competition<RETURN>
<RETURN>
```

Notice that you do not have to break the title to fit the column; DECpage does this for you.

Newsletter Text

You do not need to use any special conventions when typing text in a newsletter. You can use standard ruler settings; DECpage takes care of the two-column formatting for you. Type your text as you do normally, using the standard DECpage keying conventions as discussed in the Keying Conventions chapter.

New Columns

Sometimes you might want to force a column of text to break at a certain place. To specify a break in a column of text, you press Gold NEW PAGE to insert a NEW PAGE marker where you want the column to break. For example:

```
L-------------------------------------------------------------R
   .
   .
   .
TRAV-O-RAMA employees and customers recruited Dayton residents to
participate in the drive.<RETURN>
<Gold NEW PAGE>
------------------------- NEW PAGE ----------------------------
<RETURN>
<RETURN>
[T1,2]TRAV-O-RAMA Sponsors 1985 National Merit Scholars<RETURN>
<RETURN>
TRAV-O-RAMA, Inc. has chosen this year's recipients of National
Merit Scholarships.  Both recipients are children of TRAV-O-RAMA
employees.<RETURN>
   .
   .
   .
```

DECpage formats this as shown in the sample newsletter.

Pressing Gold NEW PAGE twice ends the current column and leaves the next column blank; pressing Gold NEW PAGE three times ends the current column and leaves the next two columns blank, and so on.

Floating Literal Text

In newsletters, literal text is treated as *floating literal* text. Floating literal text is text that does not break between columns or pages.

If DECpage cannot fit literal text at the bottom of a column, it "floats" the text to the next available space, such as the top or bottom of the next column. DECpage then repositions the text that originally followed the floating literal text to the space where you entered the DECPAGE: LITERAL command.

Floating literal text is used in the newsletter style only.

Newsletter Style Summary

Features:	DECpage breaks a long title to fit in a column, and inserts white space after you press 2 RETURNs.
Restrictions:	Literal text "floats". If it does not fit in a column, it will "float" to the next column and text will be rearranged around it.
	You cannot use landscape text in this style.
	You cannot specify footer trim in this style.
Suggestions:	You might use this type of newsletter style to distribute information to employees or customers.
Special Conventions:	Specify the newsletter title as a first-level heading.

10

Report Style

This chapter discusses the DECpage Report style. It describes:

- Which Report styles are available
- Keying conventions for the Report style
- How to create a master document
- How to create a title page
- How to create a copyright page
- How to create automatic or manual table of contents sections
- How to create a table of authorities
- How to create a preface
- How to create the body of a report and specify chapters
- How to create an appendix
- How to create a glossary

- How to create a bibliography
- How to create automatic or manual index sections

You can format and print four styles of reports with DECpage:

- Block
- Centered Heading
- Two-column
- Small (7" x 9" in the US, A5 in Europe)

Most of these styles have several variations. The variations are described in each of the style sections.

Block Reports

All block reports have right justified text. Block report styles are used for formal reports.

Block reports have three styles:

RB1 Triumvirate typeface, flush left headings, justified right margin.

RB2 Stymie typeface, flush left headings, justified right margin.

RBTS1 Triumvirate typeface headings, Century Textbook typeface text, flush left headings, justified right margin. Page numbers alternate from right to left side of page for two-sided printing.

See the *DECpage Style Samples* guide for examples of each style.

Centered Heading Reports

All centered heading reports have right justified text. Centered heading styles center the page number at the bottom of the page.

Centered heading reports have four styles:

RC1 Triumvirate typeface, centered headings and page numbers, justified right margin.

RC2 Triumvirate typeface headings, Century Textbook text, centered headings and page numbers, justified right margin.

RC3 Stymie typeface headings, Triumvirate typeface text, centered headings and page numbers, justified right margin.

RC4 Avant Garde typeface headings, Souvenir typeface text, centered headings and page numbers, justified right margin.

See the *DECpage Style Samples* guide for examples of each style.

Two-Column Reports

All two-column reports have two columns of text on each page, both of which have a justified right margin.

Two-column reports have five styles:

RTC1 Triumvirate typeface, two columns of text per page, centered headings over column, justified right margins.

RTC2 Triumvirate typeface headings, Century Textbook typeface text, two columns of text per page, centered headings over column, justified right margins.

RTC3 Avant Garde typeface headings, Century Textbook typeface text, two columns of text per page, centered headings over column, justified right margins.

RTC4 Avant Garde typeface headings, Souvenir typeface text, two columns of text per page, centered headings over column, justified right margins.

RTC5 Stymie typeface, two columns of text per page, centered headings over column, justified right margins.

See the *DECpage Style Samples* guide for examples of each style.

Small Report

The small report style is for printing 7″ × 9″ or A5 documents on standard size paper. Crop marks indicate where to trim the pages.

Small reports have one style:

RSP1 Triumvirate typeface headings, Century Textbook typeface text, crop marks for trimming pages, flush left headings, ragged right margin. Page numbers alternate from right to left side of page for two-sided printing.

See the *DECpage Style Samples* guide for an example of the RSP1 style.

Sections in Reports

DECpage allows you to divide reports into the following sections:

- Title page
- Copyright page
- Table of Contents
- Table of Authorities
- Preface
- Body of the report
- Appendix
- Glossary
- Bibliography or References
- Index

Each section begins on a new page. The one convention common to all is the Gold NEW PAGE key sequence. You can use as many or as few of these sections as you wish; simply follow the conventions as discussed in this chapter.

Below are guidelines for using the report style:

- Make sure you do not bold section headings (except for chapters within the body of the report). For example, when you specify preface, do not bold the word preface.
- Be sure to end each section with a clean ruler; that is, a ruler that contains no tab or word wrap settings.
- Since DECpage numbers pages for you automatically, you should not specify page numbers in control blocks.

Page Numbering for Report Sections

DECpage numbers pages for you, so you do not need to specify any special page numbering. However to reset page numbering within a document, you can use the RESET or SECTION commands. These commands are explained in the following sections.

Table 10-1 shows how DECpage numbers the pages for each section in a report.

Table 10-1 Page Numbering for Sections in a Report

Page	Numeral
Title page	None
Copyright page	None
Table of Contents	Lowercase Roman
Table of Authorities	Lowercase Roman
Preface	Lowercase Roman
Body of the report	Arabic
Appendix	Arabic
Glossary	Arabic
Bibliography	Arabic
Index	Arabic

NOTE: In the previous table we have suggested that the Table of Authorities follows the Table of Contents. You may, however, change the position of the Table of Authorities in your document. If you place it after the body of the report, the pages will be numbered with Arabic numerals.

The Arabic page numbers used for the body of the report, glossary, bibliography, and index sections, are DECpage defaults. For information on how to change these defaults, or to change the way DECpage numbers pages ("regular", "alternate", or "none"), refer to the User-Designed Styles (UDS) utility and the *DECpage Style Designer's Guide*.

Continuous Numbering Across Documents. Because a long document is harder to edit than a shorter one, you might want to divide longer documents into shorter pieces. For example, you can easily divide a long report into chapters and then compile it into a master document when you are ready to print it. (Master documents are discussed in the following sections.)

By using the RESET command with a page number, or the SECTION command with a chapter number, you can tell DECpage to continue numbering each new chapter where it left off with the previous one.

If you are using regular page numbering, you might have a report with the following chapters and page numbers:

Chapter	Pages
1	1–36
2	37–75
3	77–102

If you create each chapter as a separate document, DECpage numbers the first page of each chapter as 1. However, if you use the RESET command and specify a page number, DECpage starts numbering pages with that number. In this example, you want DECpage to start numbering the second chapter with 37, so you insert the following RESET command at the beginning of that document:

```
------------------------- START CONTROL ----------------------------
RESET 37
------------------------- END CONTROL ------------------------------
```

NOTE: Do not use a NEW PAGE marker when you use the RESET command. The RESET command automatically begins a new page.

If you are using alternate page numbering, you might have a report with the following chapters and page numbers:

Chapter	Pages
1	1–1, 1–2, 1–3, . . .
2	2–1, 2–2, 2–3, . . .
3	3–1, 3–2, 3–3, . . .

If you create each chapter as a separate document, DECpage numbers each chapter as 1, and the first page of each chapter as 1-1. However, if you use the SECTION command and specify a chapter number, DECpage numbers the chapter and pages using that number. In this example, you want DECpage to number the chapter and pages as chapter 2, so you insert the following SECTION command at the beginning of that document:

```
------------------------- START CONTROL ----------------------------
SECTION 2
------------------------- END CONTROL ------------------------------
```

You also use the SECTION command for renumbering appendix sections. Appendix sections are numbered as A, B, C, and so forth. In the appendix sections, you specify renumbering as follows: SECTION 1 for Appendix A, SECTION 2 for Appendix B, and so forth.

For information on how to change the way DECpage numbers pages ("regular", "alternate", or "none"), refer to the User-Designed Styles (UDS) utility and the *DECpage Style Designer's Guide*.

Blank Pages Between Report Sections

In some cases, you may want to insert a blank page between sections or chapters in a report. For instance, you might want to include a blank page between a chapter which ends on an odd numbered page and a new chapter which begins on an odd numbered page. Since DECpage numbers pages for you, even blank ones, when they are part of your document, the only way to include blank, unnumbered pages in your document is to insert them manually after your document has printed.

Master Document

A master document compiles two or more documents to create one large document. For example, you might want to recompile a long document that you divided into shorter pieces because it was easier for you to edit. The master document file contains a list of all of the folder names, title names, and document numbers for the documents you want to include in your master document.

Guidelines For Files In A Master Document

Be sure that the documents you are including in your master document follow the guidelines and keying conventions discussed in this manual. Older versions of documents that do not follow the current DECpage conventions may not produce the results you expect.

A master document can contain various types of files such as those that have headings formatted with keying conventions, and those that use heading commands. Note, however, that if you include a mixture of files like this, you cannot create an automatic table of contents that will list the headings for both formats.

How To Create a Master Document

To create a master document, create a new WPS-PLUS document with a clean ruler at the top and include the following information and angle brackets for each document to be included:

folder name
title name
document number
<>

You can list as many documents in the master document as you want to. They will print in the order that they are listed. The following example shows a listing of several documents in a master document.

```
------------------------------ TOP -----------------------------------
L-------------------------------------------------------------------R
Tour Site Evaluation
Title page
12
<>
Tour Site Evaluation
Table of Contents
13
<>
South American Tours
Wongo Wongo
45
<>
Land Surveys
Wongo Wongo
25
<>
South American Tours
Cuzco
47
<>
Land Surveys
Cuzco
25
<>
Tour Site Evaluation
Appendix A
14
<>
Tour Site Evaluation
Index
16
<>
```

As shown in the previous example, it is suggested that table of contents sections be included near the beginning of your list of documents.

Do not abbreviate folder names. Note that you can leave out leading zeros in the document numbers.

How To Print a Master Document

You print a master document the same way you print any other document. That is, you select it as the current document, and then fill out the Format and Print Document form or the Format and Print Selected Pages form. Be sure to specify Y in the "Is This a Master Document?" field.

DECpage then processes the documents listed in the master document. If DECpage cannot find a document listed in the master document, you will see an error message. For example:

Cannot find document 3 in Master Document list.

In the above example, the error message shows that DECpage cannot find the third document listed in your master document list. If you receive this error, you may have done one of the following:

1. Abbreviated or misspelled a folder or title name.
2. Left out the folder name, title name, document number, or ending angle brackets <>.
3. Specified a document that does not exist.

Title Page

To start a report with a title page, simply type the page. DECpage assumes that the first page it encounters is the title page.

A sample title page for a report appears on the next page.

Tour Site Evaluation: Wongo Wongo Island

James Zafris

11-17-85

Company Confidential

ZK-9226-HC

NOTE: You cannot use heading and entry commands on a title page for a report that has alternate page numbering.

Title

You type the title just as you type a first-level heading using keying conventions. For example:

```
------------------------------ TOP ----------------------------------
L-------------------------------------------------------------------R
<RETURN>
<RETURN>
<RETURN>
<SEL>Tour Site Evaluation:<BOLD><BACK UP><LINE><SEL><LINE><UNDER LINE>
<RETURN>
<SEL>Wongo Wongo Island<BOLD><BACK UP><LINE><SEL><LINE><UNDER LINE>
<RETURN><RETURN>
```

Do not center the title or position it on the page; DECpage does this for you. Also, you do not need to specify white space on the title page; DECpage provides it for you.

Title Page Text

For other title page text (such as an abstract, the author's name, the date, and so on), type the text in the order you want it to appear. Use three RETURNs to separate blocks of text; for example, to separate the author's name from the title.

To include the author's name and the date on the sample title page, type:

```
   .
   .
   .
Wongo Wongo Island<RETURN>
<RETURN>
<RETURN>
James Zafris<RETURN>
<RETURN>
<RETURN>
11-17-85<RETURN>
```

You do not need to center any lines; DECpage does this for you.

Title Page Trim

If you want a footer to appear on the title page of a report, use the control block command BOTTOM. (Headers will not print on the title page of a report.) To achieve the footer "Company Confidential" on the sample title page, include the following control block command at the beginning of the page:

```
------------------------------ TOP ---------------------------------
L-------------------------------------------------------------------R
--------------------------- START CONTROL ----------------------------
BOTTOM
                        Company Confidential
---------------------------- END CONTROL -----------------------------
```

Notice that "Company Confidential" is centered in the control block. You can position footers as you want, according to WPS-PLUS conventions. Simply place the text wherever you want it to appear, and DECpage prints it there.

In report styles, DECpage prints header and footer trims on a section-by-section basis. Therefore, in the preceding example, "Company Confidential" prints on the title page only. If you want header or footer text to print on pages of successive sections, you must specify the header or footer in those sections.

Copyright Page

To specify a copyright page after the title page, press Gold NEW PAGE, type "Copyright" and then press RETURN twice. For example:

```
<Gold NEW PAGE>
------------------------- NEW PAGE --------------------------------
Copyright<RETURN>
<RETURN>
    .
    .
    .
```

NOTE: You cannot use heading and entry commands on a copyright page for a report that has alternate page numbering.

You do not need to follow any special conventions for copyright page text. Type your text using the standard DECpage keying conventions discussed in the Keying Conventions chapter.

Table of Contents

In DECpage documents you can create a table of contents in the following ways:

- Automatically — There are two ways to create an automatic table of contents. Both methods format the table of contents section, based on the heading levels in your document. The difference between the two methods is that one uses headings formatted by heading commands you insert into your text, and the other uses headings formatted with keying conventions (three RETURNs). Using heading commands enables you to specify multiple contents sections for your document.
- Manually — You create a manual table of contents section by typing the entries manually.

Creating contents sections is explained in more detail in the following sections.

NOTE: You cannot specify literal or landscape text in a table of contents section.

You cannot use control block commands in a table of contents section.

You cannot enter manual entries into your automatic table of contents. If your document contains manual entries, you must remove them if you want to specify an automatic contents.

When you specify the automatic table of contents convention, DECpage extracts the various document heading levels, special section names, and corresponding page numbers into an auxiliary file. Each time you print your document, DECpage formats and prints the entries that are in the file, producing a table of contents. For this reason, you may want to exclude the automatic table of contents convention from your document until you are ready to produce the final draft. This eliminates additional processing time, needed for the table of contents, when you print early drafts of your document.

A sample table of contents appears on the next page.

Contents

Preface v

Evaluation
- Purpose 4
- Geographic Features 4
- Populace 4
- Economy 4
- Tour Possibilities 5
- Recommendations 6

Figures
- Geological Survey Map 7
- Population Density Map 8
- Economic Factors Chart 9

Glossary 11

Bibliography 13

Index 15

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Automatic Contents (Based on Heading Commands)

If you format your report headings by using heading commands, DECpage can create up to five different table of contents sections for you. This section discusses how heading commands are used for the automatic contents sections. Specifying an automatic contents section in your document is described later in this chapter.

Note that you can use the heading commands in your text to format headings, whether or not you use the report style and create a table of contents section.

To specify contents entries for the automatic contents section, use the following command format for headings:

[T1.2]Heading Text

Note the following guidelines for specifying contents entries using the heading command format:

1. The command is enclosed in square brackets [ ].
2. An uppercase "T" tells DECpage that this heading is to be included in the table of contents. A lowercase "t" denotes a heading that is not to be included in the table of contents.
3. The "1" tells DECpage which contents section this heading should print in. You use a "1" through "5" to specify which of the five contents sections you want the heading to print in. (Automatic contents sections are explained in the following sections.)
4. The "." separates various command characters from each other.
5. The "2" tells DECpage that this is a second level heading. You use a "1", "2", "3", or "4", to specify the heading level. (If your WPS-PLUS document contains commands for heading levels "5" through "9", DECpage prints them in the automatic contents section you specify. However, heading levels 5 or more are formatted in the fourth-level heading typesize.)

   If you use paragraph numbering in your document, this number is used as a paragraph numbering command. Numbered paragraphs do *not* print in the automatic contents section.

For more information on heading commands, see the Using Heading Commands section in the Keying Conventions chapter.

6 The "Heading Text" is added to the table of contents you specify (if you use an uppercase "T" in the heading command). The heading remains printed in your text. If a heading wraps to the next line, the entire heading is used as a contents entry.

An example of a contents entry follows:

```
...as a possible site for TRAV-O-RAMA tours.<RETURN>
L-----------------------------------------------------------------R
<RETURN>
[T1.2]Geographic Features<RETURN>
<RETURN>
```

In the above example, DECpage adds "Geographic Features" to contents section 1, and formats the text as a second-level heading.

The information in your heading command determines which of the automatic contents sections the heading will be inserted in. If you are only creating one contents section, all of your headings should specify "T1", or a lowercase "t1" if the heading is not to be included in the contents. If you specify "T2", "T3", and so forth, you must create those contents sections in order for them to appear in a contents section.

Table 10-2 shows how heading commands can specify the type and level of heading, as well as which contents section is used if you create automatic contents sections for your document.

Table 10-2 Heading Commands

Heading Command	Type of Heading	Heading Level	In Text Formats As	Automatic Contents Section Title
[T1.n]	Standard Heading	n= 1–4 n= 5–9	Levels 1–4 Level 4	"Contents"
[T2.n]	Graphic Caption	n= 1–9	One level	"List of Figures"
[T3.n]	Table Heading	n= 1–4 n= 5–9	Levels 1–4 Level 4	"List of Tables"
[T4.n]	Table Heading	n= 1–4 n= 5–9	Levels 1–4 Level 4	"List of Examples"
[T5.n]	Table Heading	n= 1–4 n= 5–9	Levels 1–4 Level 4	"List of Illustrations"

DECpage supports documents that use the WPS-PLUS method of specifying contents entries in the text, under the following conditions:

1 The command is enclosed in square brackets.

2 An uppercase letter "T" specifies contents entries.

Specifying Automatic Contents Sections. If the headings in your document are formatted using heading commands, you specify an automatic contents section in your document by pressing Gold NEW PAGE and typing "Auto Contents *n*", where *n* represents the number assignment that corresponds to the contents section title you want. Then press RETURN twice. For example:

```
<Gold NEW PAGE>
------------------------- NEW PAGE -------------------------------
Auto Contents 1<RETURN>
<RETURN>
```

Table 10-3 shows the number assignment for the Automatic Contents section titles. To redefine these titles, refer to the User-Designed Styles (UDS) utility and the *DECpage Style Designer's Guide*.

Table 10-3 Automatic Contents Section Titles

Contents Section Title	You Type
Contents	Auto Contents 1
List of Figures	Auto Contents 2
List of Tables	Auto Contents 3
List of Examples	Auto Contents 4
List of Illustrations	Auto Contents 5

Specify multiple contents sections separately. For example:

```
<Gold NEW PAGE>
-------------------------- NEW PAGE --------------------------------
Auto Contents 1<RETURN>
<RETURN>
<Gold NEW PAGE>
-------------------------- NEW PAGE --------------------------------
Auto Contents 2<RETURN>
<RETURN>
```

Automatic Contents (Based on Keying Conventions)

If you format headings in your report by using keying conventions, three RETURNs and highlighting, DECpage creates an automatic table of contents by retrieving headings in the text and formatting them based on the various heading levels. DECpage also includes special section names such as Preface, Index, and Bibliography, along with their page numbers.

NOTE: You cannot have footnote markers in any of the heading levels in your document. If you need to have a footnote for one of your headings, use the manual table of contents convention.

Specifying the Automatic Contents Section. If the headings in your document are formatted using keying conventions, three RETURNs and highlighting, you specify the automatic contents section in your document by pressing Gold NEW PAGE and typing "Auto Contents" or "Auto Contents 1". Then press RETURN twice.

Manual Contents Page

You specify a manual table of contents page by pressing Gold NEW PAGE and typing "Table of Contents" or, as in the sample, just "Contents". Then press RETURN twice. For example:

```
<Gold NEW PAGE>
------------------------ NEW PAGE --------------------------------
Contents<RETURN>
<RETURN>
    .
    .
    .
```

Manual Contents Entries. Manual contents entries are formatted according to their organizational level. In the sample contents page, at the beginning of the Table of Contents section, "Preface" and "Evaluation" are first-level entries. "Purpose," "Geographic Features," and the other entries under "Evaluation" are second-level entries.

You specify the level of table of contents entries by indenting the subentries with tabs (set up a ruler with all the necessary tabs at the beginning of the table of contents). In the sample contents page, the first-level entry "Evaluation" starts at the left margin, and the second-level entry "Purpose" is indented one tab stop. If there were a third-level entry, you would indent two tab stops from the left margin.

To format an entry, follow these steps:

1. Type the entry at the appropriate place.
2. Press TAB.
3. Type the page number.
4. Press RETURN.

Do not type the leader dots between the entry and the page number; DECpage does this for you. This is a convention for the table of contents in report styles only.

The tabbing conventions for table of contents entries are listed in Table 10-4.

Table 10-4 Conventions for Table of Contents Entries

Entry Level	Convention
First	Entry<T>Page number
Second	<T>Subentry<T>Page number
Third	<T><T>Subentry<T>Page number
Fourth	<T><T><T>Subentry<T>Page number

To enter the sample contents page, type:

```
<Gold NEW PAGE>
-------------------------- NEW PAGE --------------------------------
Contents<RETURN>  .
<RETURN>
L---T-----------------------------------------------T-------------R
Preface<T>                                          3<RETURN>
Evaluation<RETURN>
<T> Purpose<T>                                      4<RETURN>
<T> Geographic Features<T>                          4<RETURN>
    .
    .
    .
```

Setting a tab for the page number is optional. Note that although you press the TAB key between the entry and the page number, you do not need to set a tab for the page number. However, you can set a tab for the page number if you want, as shown in the example.

NOTE: You cannot use control block commands in a table of contents.

Table of Authorities Entry Commands

To specify table of authorities entries in DECpage documents, use the following command format:

[L.Table of Authorities Entry]

Note the following guidelines for the table of authorities entry command format:

1. The command and entry text is enclosed in square brackets [ ].
2. The "L" tells DECpage that this text is for the table of authorities. An uppercase "L" tells DECpage to print the "table of authorities entry" in your text. A lowercase "l" tells DECpage not to print the "table of authorities entry" in your text.
3. The "." separates the command characters from the text.
4. The "table of authorities entry" text is added to your table of authorities. It prints in your text if you use an uppercase "L" command. It does *not* print in your text if you use a lowercase "l" command.

An example of a table of authorities entry follows:

```
. . . the custody case of [L.Hall v. Cole, 346 U.S. 1 (1976)].
```

In the above example, DECpage adds "Hall v. Cole, 346 U.S. 1 (1976)" along with its page number to the table of authorities, and the entry remains printed in the text.

DECpage supports documents that use the WPS-PLUS method of specifying table of authorities entries in the text, under the following conditions:

1. The command and text entry is enclosed in square brackets.
2. The letter "L" or "l" specifies table of authorities entries.

Specifying the Table of Authorities Section. You specify a table of authorities section in a report by pressing Gold NEW PAGE and typing "Authorities". Then press RETURN twice. For example:

```
<Gold NEW PAGE>
------------------------- NEW PAGE --------------------------------
Authorities<RETURN>
<RETURN>
```

Preface

To include a preface in a report, press Gold NEW PAGE and type "Preface". Then press RETURN twice. For example:

```
<Gold NEW PAGE>
------------------------- NEW PAGE --------------------------------
Preface<RETURN>
<RETURN>
   .
   .
   .
```

NOTE: You cannot use heading and entry commands on a preface page for a report that has alternate page numbering.

Preface Headings

You specify headings in a preface the same way you specify document headings with keying conventions.

Preface Text

You do not need to follow any special conventions in preface text. Use the standard DECpage keying conventions as described in the Keying Conventions chapter.

Body of the Report

To specify the body of the report, press Gold NEW PAGE twice. Then begin typing text as you normally do, according to the standard DECpage keying conventions.

If you want to start the body of the report with a chapter, follow the second Gold NEW PAGE with a first level heading. For example:

```
<Gold NEW PAGE>
-------------------------- NEW PAGE --------------------------------
<Gold NEW PAGE>
-------------------------- NEW PAGE --------------------------------
<RETURN>
<RETURN>
<RETURN>
<SEL>Tour Site Evaluation: Wonso Wonso Island<BOLD><BACK
UP><LINE><SEL><LINE><UNDER LINE><RETURN>
<RETURN>
```

A sample page from a report appears on the next page.

Tour Site Evaluation: Wongo Wongo Island

Purpose

To evaluate Wongo Wongo Island as a possible site for TRAV-O-RAMA tours.

Geographic Features

Wongo Wongo is the westernmost of the Pilot Islands in Polynesia. It has an area of 75 square miles. It is mountainous, fertile, and protected by a coral reef. There are two sheltered deep-water harbors, as well as many coves and beaches.

Population

Wongo Wongo's estimated population is 19,000, with a distribution of 80% rural and 20% urban. The urban population is divided between the towns of Makanofa and Loa, which are centers of the island's export industry. Islanders are Polynesian. Government is a constitutional monarchy.

Economy

Wongo Wongo is economically underdeveloped. Agriculture and fishing are the basis of the economy, the main exports being bananas, breadfruit, tapioca, and tuna. A tapioca processing plant in Loa is the island's largest employer. The currency unit is the pa'ambuta, where one pa'ambuta equals one Australian dollar.

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Chapters in Reports

To divide the body of a report into chapters, specify chapter titles by following the first-level heading conventions. That is, when DECpage encounters a first-level heading, it formats the text as the beginning of a chapter. Do not specify a NEW PAGE marker between chapters.

Chapters always start on an odd-numbered (right-hand) page. For example, if Chapter 1 ends with page 23, then Chapter 2 begins with page 25.

The following example shows how you format chapters in a report:

```
<Gold NEW PAGE>
--------------------------- NEW PAGE --------------------------------
<Gold NEW PAGE>
--------------------------- NEW PAGE --------------------------------
<RETURN>
<RETURN>
<RETURN>
<SEL>Chapter 1:  Market Justification<BOLD><SEL><BACK UP><LINE>
<UNDER LINE><RETURN>
<RETURN>
If TRAV-O-RAMA, Inc. is to continue making an impact on the
global tourism market, we have to move aggressively into the
island vacation market space in general, and into Polynesia
in particular.
  .
  .
  .
<RETURN>
<RETURN>
<RETURN>
<SEL>Chapter 2:  Possible Tour Sites<BOLD><SEL><BACK UP><LINE>
<UNDER LINE><RETURN>
<RETURN>
Our research of the Polynesian Islands turned up three possible
tour sites:  East Pitchford Island, Kuana Atoll, and Wongo Wongo
  .
  .
  .
```

Remember that you must not specify a NEW PAGE marker between chapters.

Headings in Reports

In the report style, a first-level heading specifies the beginning of a chapter. Therefore, use second- through fourth-level heading conventions to specify headings in the report text.

Blank Pages in Reports

Because pressing Gold NEW PAGE twice specifies the body of a report, do not use this convention to specify a page with no text.

To specify a blank page in a report, use the same key sequence that is used in all styles:

1. Press Gold NEW PAGE once.
2. Press Gold NONBREAKING SPACE and press RETURN.
3. Press Gold NEW PAGE again.

Appendix

To include an appendix in a report, specify the section by pressing Gold NEW PAGE and typing "Appendix". Then press RETURN twice. For example:

```
<Gold NEW PAGE>
------------------------- NEW PAGE --------------------------------
Appendix<RETURN>
<RETURN>
   .
   .
   .
```

Appendix Titles

You specify appendix titles by using first-level heading conventions. When DECpage encounters a first-level heading, it formats the text as the beginning of an appendix section. Do not specify a NEW PAGE marker between appendix sections. For example:

```
<Gold NEW PAGE>
------------------------- NEW PAGE --------------------------------
Appendix<RETURN>
<RETURN>
<RETURN>
<SEL>Appendix A<BOLD><SEL><BACK UP><LINE><UNDER LINE><RETURN>
<RETURN>
    .
    .
    .
<RETURN>
<RETURN>
<RETURN>
<SEL>Appendix B<BOLD><SEL><BACK UP><LINE><UNDER LINE><RETURN>
<RETURN>
    .
    .
    .
```

Appendix Headings

In the appendix section, a first-level heading specifies the beginning of the appendix. Therefore, use second- through fourth-level heading conventions to specify headings in the appendix text.

Appendix Text

You do not need to follow any special conventions in appendix text. Use the standard DECpage keying conventions as described in the Keying Conventions chapter.

Appendix Page Numbering

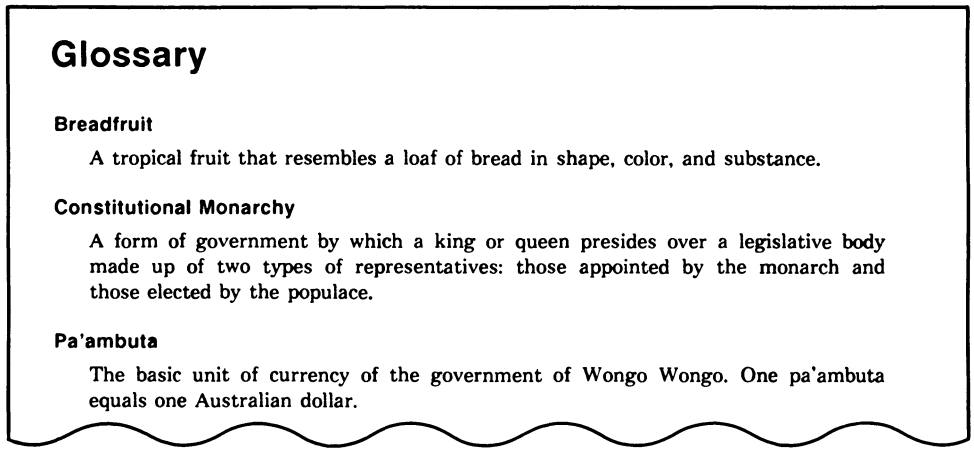
If your document has alternate page-numbering, appendix page numbers will be numbered as follows: page numbers for appendix A are A-1, A-2, and so forth; page numbers for appendix B are B-1, B-2, and so forth.

Glossary

To include a glossary in a report, specify it by pressing Gold NEW PAGE and typing "Glossary". Then press RETURN twice. For example:

```
<Gold NEW PAGE>
------------------------- NEW PAGE -------------------------------
Glossary<RETURN>
<RETURN>
    .
    .
    .
```

The following sample is from a glossary:



Glossary

Breadfruit

A tropical fruit that resembles a loaf of bread in shape, color, and substance.

Constitutional Monarchy

A form of government by which a king or queen presides over a legislative body made up of two types of representatives: those appointed by the monarch and those elected by the populace.

Pa'ambuta

The basic unit of currency of the government of Wongo Wongo. One pa'ambuta equals one Australian dollar.

ZK-8937-HC

Glossary Entries

You specify glossary entries the same way you specify second-level headings.

Glossary Definitions

You specify the definition of a glossary entry the same way you specify a paragraph. That is, after you type the glossary entry, press RETURN twice and type the definition.

The following example shows how to format a glossary entry and its definition:

```
<RETURN>
<RETURN>
<RETURN>
<SEL>Breadfruit<BOLD><RETURN>
<RETURN>
A tropical fruit that resembles a loaf of bread in shape, color,
and substance.<RETURN>
```

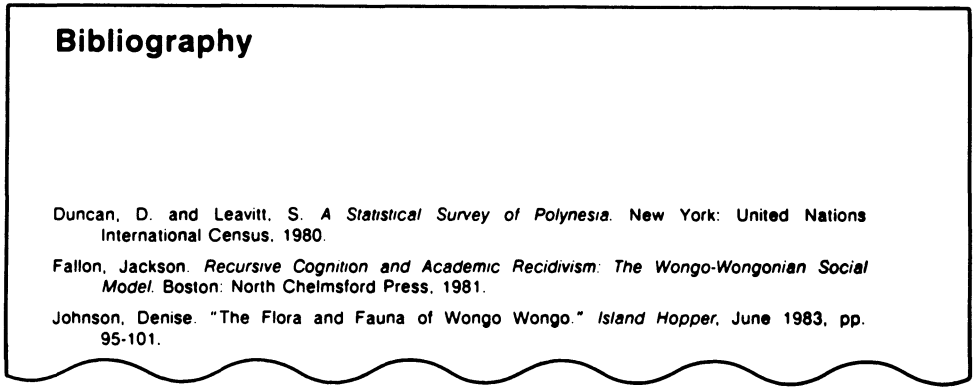
Bibliography or Reference Section

To include a bibliography in a report, specify it by pressing Gold NEW PAGE and typing "Bibliography", "Reference", or "References".

NOTE: Although you may specify any of these words, DECpage prints the word "Bibliography". See the DECpage Style Designer's Guide if you want to change the word that is used.

Then press RETURN twice and type the first entry.

The following sample is from a bibliography:



Bibliography

Duncan, D. and Leavitt, S. *A Statistical Survey of Polynesia.* New York: United Nations International Census, 1980.

Fallon, Jackson. *Recursive Cognition and Academic Recidivism: The Wongo-Wongonian Social Model.* Boston: North Chelmsford Press, 1981.

Johnson, Denise. "The Flora and Fauna of Wongo Wongo." *Island Hopper,* June 1983, pp. 95-101.

ZK-9223-HC

To format entries like those in the example, set a ruler with a word wrap indent. For example:

```
<Gold NEW PAGE>
--------------------------- NEW PAGE -------------------------------
Bibliography<RETURN>
<RETURN>
L--W-----------------------------------------------------------------R
Duncan, D. and Leavitt, S.  A Statistical Survey of Polynesia.
   New York:  United Nations International Census, 1980.<RETURN>
<RETURN>
Fallon, Jackson.  Recursive Cognition and Academic Recidivism:
   The Wongo-Wongonian Social Model.  Boston:  North Chelmsford
   .
   .
   .
```

Index

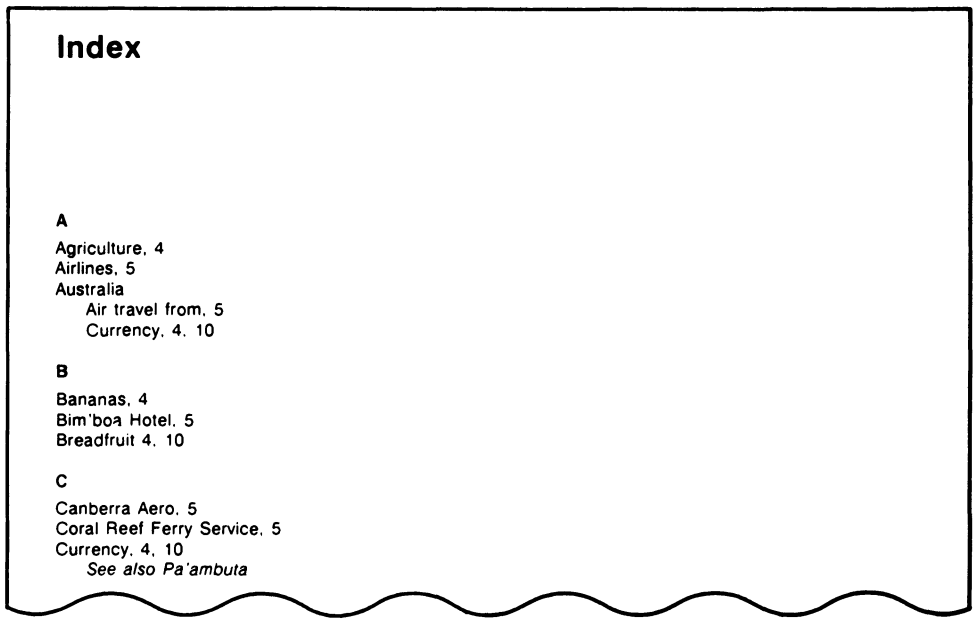
In DECpage documents, you specify an index in one of the following ways:

1. Automatically — By inserting index entry commands into your text. Using entry commands enables you to have up to two indexes for one document.
2. Manually — By specifying the index section and typing in the entries manually.

Creating index sections and using index entry commands is explained in more detail in the following sections.

NOTE: You cannot specify literal or landscape text in an index section.

The following sample is from an index:



ZK-8936-HC

Automatic Index

If your document contains index entry commands in the text, DECpage can create up to two different index sections for you. The following sections explain how to insert entry commands into your text, and how to specify an automatic index section in your document.

To specify index entries for automatic index sections in DECpage documents, use the following command format:

[I1.Index Entry[subentry]]

Note the following guidelines for the index entry command format:

1. The command and entry text is enclosed in square brackets [ ].
2. The "I" tells DECpage that this text is for the index. An uppercase "I" tells DECpage to print the "index entry" in your text. A lowercase "i" tells DECpage not to print the "index entry" in your text.
3. The "1" tells DECpage which index section this text should print in. You specify a "1" or a "2" depending on which of the two index sections you want the text to print in. You do not need to specify this number if you are only creating one index section.
4. The "." separates the command characters from the text.
5. The "Index Entry" is added to your index. It prints in your text if you use an uppercase "I" command. It does not print in your text if you use a lowercase "i" command.
6. The "subentry" text is enclosed in square brackets, within the command and entry text brackets. The "subentry" is added to your index, but does not print in your text.

SPECIAL NOTE ABOUT INDEX ENTRIES: Be sure that duplicate index entries and subentries are typed exactly the same. Otherwise, DECpage treats them as separate entries. For example, [I.Polynesia[beaches]] and [I.Polynesia [Beaches]] will create two different subentries under the index entry of Polynesia.

An example of an index entry command follows:

```
[I.Wongo Wongo] is the westernmost of the Pilot Islands in Polynesia.
```

In the above example, DECpage adds "Wongo Wongo" to the index, and it remains printed in the text.

In the following example, DECpage adds "Tour sites" to the index, but does not print it in the text.

```
Wongo Wongo [i.Tour sites] is the westernmost of the Pilot Islands
in Polynesia.
```

In the following example, "coves" and "beaches" is added to index 1. "Geological Survey Map" with the subentry "Wongo Wongo" is added to index 2. The entries remain printed in the text, with the exception of the subentry, "Wongo Wongo".

```
...as well as many [I1.coves] and [I1.beaches].  See the Wongo Wongo
[I2.Geological Survey Map[Wongo Wongo]].
```

Subentries. Subentry text for the index must be enclosed in square brackets, within the command and entry text brackets. The subentry is added to your index, but does not print in your text. For example:

```
Wongo Wongo is the westernmost of the [I.Pilot Islands[Wongo Wongo]] in
Polynesia.
```

In this example, DECpage adds "Pilot Islands" to the index with "Wongo Wongo" as a subentry. "Wongo Wongo" does not print in the text.

You can also use the subentry text to *point* to another index topic. For example:

```
...the Pilot Islands in [I.Polynesia[See also Pilot Islands]].
```

In the above example, DECpage adds "Polynesia" to the index with "See also Pilot Islands" as a subentry.

DECpage supports documents that use the WPS-PLUS method of specifying index entries in the text, under the following conditions:

1 The command and entry text is enclosed in square brackets.

2 The letter "I" or "i" specifies index entries.

Specifying the Automatic Index Section. You specify the automatic index section by pressing Gold NEW PAGE and typing "Auto Index *n*", where *n* represents the number assignment that corresponds to the index section title you want. Then press RETURN twice. For example:

```
<Gold NEW PAGE>
------------------------- NEW PAGE -------------------------------
Auto Index 1<RETURN>
<RETURN>
```

Table 10-5 shows the number assignment for the Automatic Index section titles. To redefine these titles, refer to the User-Designed Styles (UDS) utility and the *DECpage Style Designer's Guide*.

Table 10-5 Automatic Index Section Titles

Automatic Index Section Titles	You Type
Index	Auto Index 1
Index 2	Auto Index 2

How Index Entries Are Sorted. You specify the sorting method for index entries by using the Processing Options (PO) Option on the DECpage menu. This option requires the following sorting information:

Language: Specify the language you are using if other than English. DECpage sorts index entries according to the rules of the language you specify. DECpage supports the languages listed in the Foreign hyphenation section of the Keying Conventions chapter.

Sort Mode: Specify LETTER or WORD to sort index entries by letter or by word. The DECpage default is by word. The following example shows the difference between sorting by word and sorting by letter.

Sorting By Letter	Sorting By Word
typeface	type high
type high	typeface

Special Sort: Specify BEFORE or AFTER to sort entries with leading nonalphabetic characters before or after alphabetic entries. The DECpage default is to IGNORE nonalphabetic characters when sorting.

NOTE: You cannot change the sorting method for numeric characters. Numeric characters always sort before alphabetic characters.

Manual Index Page

You specify a manual index page by pressing Gold NEW PAGE and typing "Index". Then press RETURN twice. For example:

```
<Gold NEW PAGE>
------------------------- NEW PAGE --------------------------------
Index<RETURN>
<RETURN>
   .
   .
   .
```

Manual Index Entries. You specify the letter headings that separate each group of index entries (A, B, C, and so on) the same way you specify a second-level heading. Press RETURN twice after the letter and type the first index entry. For example:

```
<RETURN>
<RETURN>
<RETURN>
<SEL>A<BOLD><RETURN>
<RETURN>
```

You do not need to follow any special conventions for manual index entries. Rather, you type them according to the standard DECpage keying conventions. Type each main entry at the left margin and each subentry at the first tab position (you can enter only main entries and subentries — you cannot enter third-level entries). For example:

```
L---T-------------------------------------------------------------R
.
.
.
Australia<RETURN>
<T> Air travel from, 5<RETURN>
<T> Currency, 4, 10<RETURN>
```

Note that you end each entry and subentry with a RETURN.

Report Style Summary

Features:

Leader dots for the contents section are done by DECpage.

Chapters start on odd numbered (right-hand) pages.

Restrictions:

If you want header and footer trims, you must specify them for each section.

If you want to use the automatic table of contents convention, you cannot have footnotes in any heading levels of your document.

You cannot use literal or landscape text in table of contents or index sections.

Suggestions:

End each section with a clean ruler that contains no tabs or word wraps.

Special Conventions: To begin the body of the report, press Gold NEW PAGE twice.

To get a blank page, press Gold NEW PAGE, type a space, then press Gold NEW PAGE again.

First-level headings begin new chapters.

Refer to the Report Style chapter for special conventions on report sections.

11

Transparency Style

This chapter discusses the DECpage Transparency style. It describes:

- Which Transparency styles are available
- Keying conventions for the Transparency style
- How to specify footer information

If you prepare transparencies for overhead projection, DECpage can provide the same high-quality printing for these that it does for other types of documents.

DECpage offers two ways to format your transparencies:

1. For small amounts of text, DECpage uses one of the largest character sizes available. This helps ensure that even the smallest amount of text will not look "lost".
2. For large amounts of text, DECpage uses smaller character sizes. This enables you to put more information on one transparency and still maintain readability.

DECpage provides four transparency styles:

T1 Triumvirate typeface, formatted with one of the largest type sizes available. Use for small amounts of text.

T2 Triumvirate typeface, formatted with one of the smallest readable type sizes. Use for up to an entire page of text.

T3 Stymie typeface, formatted with one of the largest type sizes available. Use for small amounts of text.

T4 Stymie typeface, formatted with one of the smallest readable type sizes. Use for up to an entire page of text.

See the *DECpage Style Samples* guide for examples of each style.

You do not need to follow any special conventions for transparencies. Rather, you use the standard DECpage keying conventions, as discussed in the Keying Conventions chapter.

A sample transparency appears on the next page.

SLIDE 1

Tour Site Evaluation: Wongo Wongo Island

Considerations:

- Climate and geography
- Population
- Economic factors

Wongo Wongo Evaluation Presentation
Slide 1: Overview

11-17-85
1

ZK-8935-HC

Paginating Transparencies

As with other DECpage documents, you do not need to paginate transparencies; DECpage does this for you. DECpage prints "Slide 1", "Slide 2", etc. at the top of each transparency. However, you can use Gold NEW PAGE to begin a new transparency.

Footer Information

You can use the control block command BOTTOM to create footers for transparencies. A footer might include information about the transparency itself, such as the date it was created, personal notes, and so on. You should place the BOTTOM control block command at the beginning of the transparency document. For example:

```
------------------------------ TOP -----------------------------------
L-------------------------------------------------------------------R
-------------------------- START CONTROL ---------------------------
BOTTOM
Wonso Wonso Evaluation Presentation                          9-9-86
Overview
-------------------------- END CONTROL -----------------------------
```

This footer text is printed at the bottom of the transparency and placed so that it does not appear with the regular text. So when you use a frame on your transparency, the footer is not projected onto a screen.

When DECpage paginates a multipage transparency document, it prints a line such as "Slide 1, continued" at the top of successive transparencies.

Transparency Style Summary

Features: Footer information is placed near the bottom so that it does not appear with the regular text.

Restrictions: Underlined text is printed as underlined, and bolded and underlined text is printed as bolded and underlined.

You cannot specify header trim in this style.

Suggestions: Using a frame on your transparency will block out footer information when it is projected onto a screen.

12

Formatting, Previewing, and Printing Documents

This chapter explains how to:

- Access and fill out the Format and Print Document form
- Access and fill out the Selected Pages form
- Preview formatted documents on your terminal screen
- Access and fill out the Show Job Status form
- Print on a preprinted letterhead
- Use the Clean up option to delete unwanted DECpage files
- Copy formatted (.TMS) files to and from other users

DECpage lets you format and preview documents on your terminal screen, and print them on your printer.

Formatting Your Document

Format and Print Document Form

After you create a document in WPS-PLUS using DECpage keying conventions, you are ready to format and print that document. To format and print a document, fill out the Format and Print Document form to tell DECpage:

- The style to use for the document
- The batch queue and printer to use
- The number of copies to print
- Whether to notify you of successful completion
- Whether to let you preview the document on your terminal screen
- The screen width to use for previewing the document
- Whether to save a copy of your formatted file for future printing
- If this is a Master Document

To display the Format and Print Document form, select the FP option from the DECpage menu. Figure 12-1 shows the Format and Print Document form.

```
                                                        Thu 16-Jun-1988
                    DECpage Document Formatting Menu

                                  Folder:  SOUTH AMERICAN TOURS
                                  Title:   Wongo Wongo
                                  Number:  000045
      SEL  Select

      FP   Format and Print Document
      FS   Format and Print Selected Pages


                        Format and Print Document

Style to be used to format the document: GEN1
Batch queue to use: STANDARD      Print device to use: LN03
Number of copies to print: 1      Notification on successful completion? Y
Create a Preview file? N          Screen width during preview: NORMAL
Save formatted output file? N     Is this a Master Document? N


Enter information and press RETURN
```

ZK-7782-HC

Figure 12-1 Format and Print Document Form

The Format and Print Document form that appears on your screen usually has some blanks already filled in. The information that appears there represents DECpage defaults or information from the last document you formatted. This feature allows you to format and print the same document repeatedly by making few or no changes to the Format and Print Document form.

Filling In the Format and Print Document Form

When the Format and Print Document form appears on your screen, the cursor is at the beginning of the first blank. To fill in the form, simply type the information requested, as the following examples show.

Press the TAB key to move from entry to entry. (Refer to the chapter on DECpage Menus and Forms for more information on moving around in forms.) When you are satisfied with the information on the form, press RETURN.

Style to Be Used to Format the Document. This line requests the style you want DECpage to use to format your document.

```
Style to be used to format the document: M1
```

If the style name in the blank is the one you want to use, simply tab to the next line. If you want to specify another style, type its name over the existing name.

To find out the names of the styles you can use, clear the entry blank and press Gold L. A list of the style names and descriptions appears on the screen. The styles are also listed in the *DECpage Quick Lookup* and the *DECpage Style Samples* guide.

After you fill in the name of the style, tab to the next line.

Batch Queue to Use. DECpage offers two batch queues: STANDARD and PRIORITY. You should use STANDARD whenever possible. The PRIORITY queue processes your job faster, but it slows down the overall performance of the computer system.

To specify the queue you want to use, enter the queue name in the blank.

```
Batch queue to use: STANDARD
```

When you are satisfied with the queue information, tab to the next line.

Print Device to Use. This line requests the name of the printer you want to use.

```
Print device to use: LN03
```

If the printer name in the print device field is the one you want to use, simply tab to the next line. If you want to specify another printer, type its name over the existing name.

NOTE: You should specify a printer, even if you are only previewing your document. DECpage formats your document for the print device you specify.

To find out the names of the printers you can use, clear the entry blank and press Gold L. A list of the printer names appears on the screen. If you are unsure of which name to use, check with your system manager. (For the complete list of printers which can be used for DECpage documents, see the Printing Your Document section later in this chapter.)

After you fill in the name of the printer, tab to the next line.

Number of Copies to Print. This line requests the number of copies you want to print.

```
Number of copies to print: 1
```

DECpage assumes you want one copy. If you want more, enter the number. You can enter up to 99 copies.

After you fill in the number of copies to print, tab to the next line.

Notification on Successful Completion. This line asks you if you want to be notified when your document is finished formatting.

```
Notification on successful completion? Y
```

If you type Y, DECpage sends you a mail message when your document is formatted and ready for one of the following:

- To be previewed; if you select the Preview before printing option.
- To be printed; if you do not select the Preview option, DECpage sends your document to your printer.

If you type N, no message is sent. If, however, DECpage cannot format your document because of errors, you receive a mail message even if you typed N.

Create A Preview File. This line asks you if you want to preview your document on your terminal screen. You can use the preview option to check the formatting of your document so that you can make adjustments if necessary before printing it.

```
Create a Preview file? N
```

If you type N, DECpage will not create a preview file.

If you type Y, DECpage creates a preview file of your document so that it can be viewed on your terminal screen.

See the section on Previewing, later in this chapter, for information on how to preview your document.

Screen Width During Preview. This line asks you which screen width to use for previewing your document. You can choose NORMAL or WIDE.

```
Screen width during preview: NORMAL
```

If you type NORMAL, DECpage uses the normal, 80-character, screen width. If some of the lines in your document are too long to fit on the normal sized screen, you can specify WIDE for screen width.

If you type WIDE, DECpage uses the wider, 132-character, screen width.

If you send your document to a printer, the information in this field has no effect on your document.

Save Formatted Output File. This line asks you if you want DECpage to save a copy of your formatted file for future printing.

```
Save formatted output file?: N
```

If you type N, DECpage will not save a copy of your formatted file.

If you type Y and press RETURN, DECpage prompts you for a filename and then saves a copy of your formatted file. This is useful if you want to copy

formatted files to other users. Unless specified otherwise, the filename will have an extension of .TMS and will be stored in your WPS-PLUS directory.

IMPORTANT: Since the Clean up option purges .TMS files in your WPS-PLUS directory, specify another file extension such as .DAT or .SAV, or specify your top-level directory for .TMS files. For example:

```
File Name:  TOURS.SAV

          or

File Name:  [GARCIA]TOURS.TMS
```

If you do not specify a file extension, DECpage assigns .TMS. Copying formatted (.TMS) files to and from other users is discussed later in this chapter.

NOTE: If you request multiple copies of your document to print, and you request to save the formatted (.TMS) file, the formatted file will contain the multiple copies. For this reason, print only one copy when you want to save the formatted file.

Is This a Master Document. This line asks you if the document you are formatting and printing is a master document. A master document is several documents combined into one. Refer to the Report Style chapter for more information on master documents.

```
Is this a Master Document?: N
```

If you type N, DECpage processes your document as usual.

If you type Y, DECpage formats and prints all of the documents listed in your master document file as one large document.

For more information on master documents, see the Report Style chapter.

Format and Print Selected Pages Form

To print only selected pages from a document, select the FS option from the DECpage menu. Figure 12-2 shows the Selected Pages form.

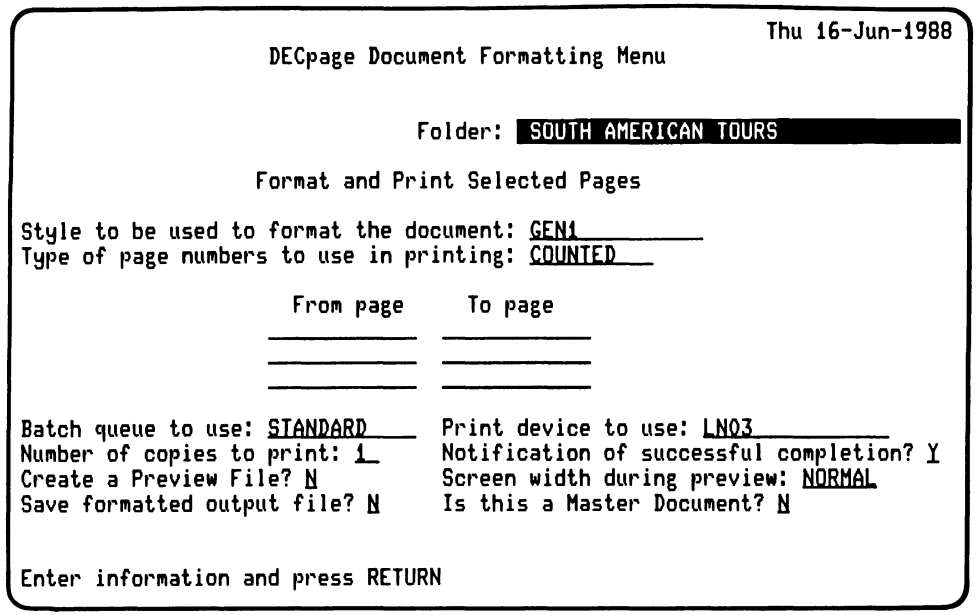


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Figure 12-2 Selected Pages Form

The Selected Pages form that appears on your screen usually has some fields already filled in. The information that appears there represents DECpage defaults or information from the last document DECpage formatted.

Filling In the Selected Pages Form

When the Selected Pages form appears on your screen, the cursor is at the beginning of the first field. To fill in the form, simply type the information requested, as the following examples show.

Press the TAB key to move from entry to entry. (Refer to the chapter on DECpage Menus and Forms for information about moving around in forms.) When you are satisfied with the information in the form, press RETURN.

You fill in the first field on the Selected Pages form just as you do on the Format and Print form. That is, you provide the style to be used to format the selected pages.

Type of Page Numbers to Use in Printing. When you format a report with DECpage, the pages are numbered for you. The contents and preface pages are numbered with lowercase Roman numerals; the pages in the body of the report are numbered with Arabic numerals. The title page and the copyright page are not numbered.

If you have a copy of a report and you want to reprint a page or a range of pages, you can simply specify the page numbers that appear on the pages. In this case you are choosing *printed* pages.

But what if you want to reprint one of the pages that is not numbered — the copyright page, for example? There is no page number to specify. In this case, you can specify the copyright page as a *counted* page by counting which physical page it is in the document. That is, if your report has a title page and a copyright page, the copyright page is the second counted page.

To print selected pages of a document that has alternate page numbering, specify the *counted* page.

Table 12-1 shows the relationship between counted pages and printed pages.

Table 12-1 Comparison of Counted Pages and Printed Pages

Physical Page	Counted Page	Printed Page
Title	1	
Copyright	2	
Contents	3	iii
Preface	4	v
First chapter	5	1

To specify the type of page you want to print, enter PRINTED or COUNTED in the blank.

```
Type of page numbers to use in printing: PRINTED
```

When you are satisfied with the information in this blank, tab to the next blank.

From Page/To Page. To specify the pages you want to print, enter the counted or printed page numbers in the fields (you cannot mix counted and printed page numbers on the same form).

If you want to print one page, enter its number in the From field and leave the To field empty.

```
From page:  3          To page:
```

If you want to print a range of pages, enter the first and last pages of the range.

```
From page:  3          To page:  8
```

If you want to print from one page through the end of a document, enter the starting page in the From field. Enter the next lower page number in the To field.

```
From page:  3          To page:  2
```

If you want to print assorted single pages and ranges, use as many fields as you need.

```
From page:  iii      To page:
From page:  23       To page:
From page:  30       To page:  34
```

When you are satisfied with the page information, tab to the next line.

Other Fields On the Selected Pages Form. You fill in the rest of the fields — batch queue, printer, number of copies, notification, create a preview file, screen width during preview, save formatted file, and master document — just as you do on the Format and Print form.

When the Selected Pages form is filled in, press RETURN.

Previewing Your Document

Use the preview option to check the formatting (not text content) of your document, so that you can see any formatting problems before printing your document. The preview feature is not intended to display your document as it will appear after printing on your printer.

When you preview your document, DECpage displays the following information:

- Heading positions
- Line endings
- Page breaks
- Italicized text (which is shown in reverse video)
- Pagination errors (are displayed on your screen)
- Graphic file name and its size (are placed where your graphic appears, if you are using graphics in your document)

NOTE: Table of contents sections viewed in a preview file will display unusual page breaks and spacing, however these will not affect the printing of your document.

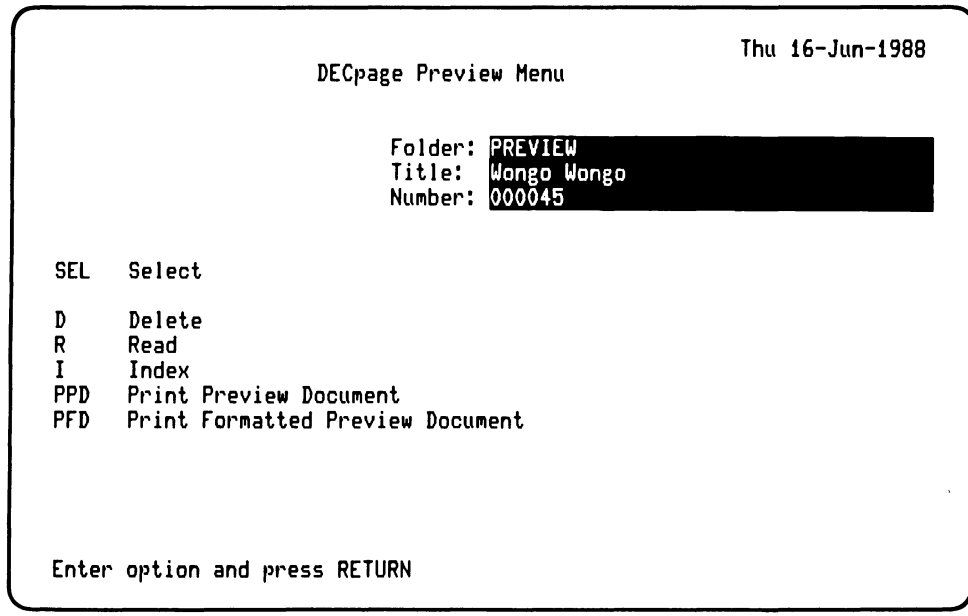
Follow these steps to preview your document:

1 Complete all fields on the Format and Print Form or the Selected Pages Form, as if you are sending your document to your printer.

- Include the style and printer information on the form, as it is needed to tell DECpage how to format your document for preview.
- Specify Y in the Create a Preview File field on the print form.
- Specify NORMAL or WIDE in the Screen width during preview field on the print form. Specify NORMAL for the normal, 80-character, screen width, or WIDE for the wider, 132-character, screen width. If some of the lines in your document are too long to fit on the normal sized screen, specify WIDE.
- Specify Y in the Notification on Successful Completion field on the print form. This is helpful because DECpage notifies you, by sending you a mail message, when your document is formatted and ready to be previewed. If you do not request notification, you will not know when your document is ready for preview.
- Complete the print form by pressing RETURN. DECpage displays two messages; "Preparing document . . ." and "Submitting job for processing . . ."

2 When you receive mail from DECpage, check your mail by using the MA option on the DECpage Document Formatting menu. If DECpage has finished formatting your document for preview, you will have a mail message showing the document name, and the message: "This DECpage Preview Document is now available".

3 After you receive notification of successful completion, select the Preview Document (PD) option from the DECpage menu. The Preview Menu will appear on your screen (see Figure 12-3).



ZK-7783-HC

Figure 12-3 Preview Menu

You can perform the following functions with the Preview Document Menu options:

1 SELECT – Chooses a different preview file if the current one in the selection window is not the one you want. You cannot change the PREVIEW folder.

2 DELETE – Deletes the current preview file. Deleted files cannot be retrieved from the WPS-PLUS Wastebasket folder.

3 READ – Displays the current preview file on your screen. Advance through the document by pressing RETURN. You can exit at any time by pressing EXIT SCREEN.

4 INDEX – Displays a list of your preview files.

5 PRINT PREVIEW DOCUMENT – Prints a monospaced (unformatted) copy of your preview file on the printer you specified.

6 PRINT FORMATTED PREVIEW DOCUMENT – Prints the formatted version of the preview file on the printer you specified.

Printing Your Document

You can print DECpage documents on the following printers:

- LN01 (No longer supported in Europe)
- LN01S (No longer supported in Europe)
- LN03
- LN03 PLUS
- LN03R (ScriptPrinter)
- LPS40 (PrintServer 40)

NOTE: When documents are printed on the LPS40 (PrintServer 40) or LN03R (ScriptPrinter) printers, the following typeface changes will occur: Stymie becomes Lubelin, and Triumvirate becomes Helvetica.

After you complete the Format and Print Document form, or the Format and Print Selected Pages form, your document is formatted and sent to the printer you specified (unless you are previewing your document). You can follow the progress of your DECpage job by using the Show Batch Queue Status and Show Print Queue Status forms.

Show Batch Queue Status Form

The Show Batch Queue Status option allows you to follow the progress of your document as it is being formatted by DECpage. The Show Batch Queue Status form lists the jobs being processed by DECpage, and shows which jobs are executing, and which jobs are pending.

To determine the formatting status of your document, select the SB (Show Batch Queue Status) option from the DECpage menu. DECpage then prompts you to specify whether you want status for the STANDARD or PRIORITY batch queue. Specify the batch queue you want, and then press RETURN.

DECpage displays a listing of all jobs that are being processed in the batch queue you specify (see Figure 12-4).

```
Batch queue DP_STANDARD, on DRKSTR::

  Jobname         Username     Entry  Status
  -------         --------     -----  ------
  000133RB1       GARCIA         479  Executing
  000045GEN1      LESH           480  Executing
  000131A1        LESH           481  Pending
  000132T2        GARCIA         482  Pending
  000134LB1       LESH           483  Pending

 9 lines printed - Press RETURN
```

ZK-7785-HC

Figure 12-4 Show Batch Queue Status Display

NOTE: DECpage does not display batch queue status information for documents being processed on a remote system.

If you specified to receive notification on successful completion, in a format and print form, then DECpage will send you a mail message when your document has finished formatting and is being sent to your printer. You can then follow the printing progress of your document by using the Show Print Queue Status (SP) option on the DECpage menu.

Show Print Queue Status Form

The Show Print Queue Status option allows you to follow the progress of your document as it is being printed on your printer. The Show Print Queue Status form lists the jobs printing and waiting to print on the printer you specify.

To determine the printing status of your document, select the SP (Show Print Queue Status) option from the DECpage menu. DECpage will then prompt you to specify the printer. The name of the printer last entered on the Format and Print form appears in the blank. Type over the name if necessary, specifying the name of the printer just as it was entered in the Format and Print form, and then press RETURN.

DECpage displays a listing of the jobs printing, and waiting to print, on the printer you specified (see Figure 12-5).

```
Terminal queue LN03, on DRKSTR::

  Jobname         Username     Entry  Blocks  Status
  -------         --------     -----  ------  ------
  000045GEN1      LESH           446     129  Printing

 5 lines printed - Press RETURN
```

ZK-7784-HC

Figure 12-5 Show Print Queue Status Display

NOTE: DECpage does not display print queue status information for documents being printed on a remote printer.

Printing on Preprinted Letterhead

DECpage allows you to print letters and memos on your own preprinted letterhead. The following sections describe how to load preprinted letterhead paper into your printer.

NOTE: If you are printing several documents on letterhead at the same time, you might find it helpful to print all of the first pages (on letterhead) first. This would eliminate the need for carefully stacking papers (letterhead and blank) when printing more than one document.

On printers with more than one paper bin, you can specify which bins to use for various pages. For more information, refer to the User-Designed Styles (UDS) utility and the *DECpage Style Designer's Guide*.

LN01, LN01S, and LPS40 (PrintServer 40). Follow these steps to load the LN01, LN01S, or LPS40 (PrintServer 40) laser printer with preprinted letterhead paper:

1. Slide out the top paper bin.
2. Place the letterhead in the top bin. The top of the paper should be face down and toward you.
3. Slide the top paper bin in and lock it into place. The bottom bin is for the blank paper that is used to print second and successive pages. If you have special paper for these pages, place it in the bottom bin.
4. Format and print the document by filling in the Format and Print form.

LN03, LN03-PLUS, and LN03R. Follow these steps to load the LN03, LN03-PLUS, or LN03R laser printer with preprinted letterhead paper:

1. Open the paper tray cover.
2. Place the letterhead in the bin. The top of the paper should be face up and toward the inside of the LN03.

   NOTE: If your document has multiple pages, follow these guidelines:

   1. *The second and successive pages should be printed on blank paper, or special paper other than your letterhead.*
   2. *You must manually stack the paper so that each of your document pages prints on the appropriate type of paper.*

3 *Allow for a blank header page and for blank pages between documents.*

Depending on how your printer is set up, these procedures can vary.

3 Close the paper tray cover.

4 Format and print the document by filling in the Format and Print form.

Using the Clean Up Option to Delete Unwanted DECpage Files

Each time you format and print a document using DECpage, several files are created and stored in your top-level and WPS-PLUS directories. These files are necessary for a couple of reasons:

1 They are used for logging error messages which enable you to track down problems with your file.

2 They are necessary for the internal processing of DECpage.

When your document successfully completes formatting and printing, most of these files are automatically deleted. However, if your document generates a failure error while processing, these files are not automatically deleted.

If these undeleted files are allowed to accumulate, they can take up a lot of space in your directory and possibly cause you to exceed your disk quota limit.

By selecting the Clean up (CL) option from the DECpage menu, you can specify that these files be deleted. The Clean up option deletes any files in your WPS-PLUS subdirectory that have the extensions, .PGO, .XLT, and .DPR, and it purges any files with the extensions, .PRE, .LIS, .AUX, and .TMS. It also deletes any .DPL files from your top-level directory.

IMPORTANT NOTE: Before using the Clean up option, be sure you are done formatting and printing your document. If you want to save your formatted document and print it later, type Y at the "Save formatted output file?" prompt in either the Format and Print Pages Form or the Format and Print Selected Pages form.

Since the Clean up option purges .TMS files in your WPS-PLUS directory, formatted output files that you want to save should be named using another file extension, such as .DAT or .SAV, or store .TMS files in your top-level directory.

How to Copy Formatted Files To Other Users

If you answer Y to the "Save formatted output file?" prompt on the Format and Print Document form, or Format and Print Selected Pages form, DECpage prompts you for a filename and then saves a copy of your formatted file. This is useful if you want to copy formatted files to other users. Unless specified otherwise, the filename will have an extension of .TMS and will be stored in your WPS-PLUS directory.

You can copy these formatted (.TMS) files to other users.

NOTE: To copy files from one system to another, you must have access to the DCL $ prompt.

The .TMS files contain all of the formatting and graphic information included in the document. This allows other users to print your document, including any graphics, on their own system.

Before copying a .TMS file, the owner of the file must first set the file protection so that other users may copy it. While in the same directory as the .TMS file, type the following:

```
$ SET PROT=(W:RE) FILENAME.TMS
```

In the previous example, substitute your filename for "FILENAME.TMS".

After the file protection has been set, other users can copy the file as follows:

```
$ COPY DRKSTR::DUA1:[GARCIA]FILENAME.TMS *.*
```

If you have trouble copying .TMS files, ask your system manager for help.

13

Troubleshooting

This chapter describes:

- How the internal DECpage process works
- Log files that DECpage creates
- How to read the .DPL log file
- How to read the .LIS log file
- How to correct common formatting problems

The DECpage Process

After you create a document and submit it to DECpage for processing, DECpage follows a series of steps to format and print that document. These steps are:

1 **Translate.** DECpage translates your word processing document into a document that DECpage can format. DECpage inserts tags into your word processing document that indicate what each element of text is.

2 **Paginate.** DECpage paginates your document, inserting page breaks, page numbering, headers, and footers.

3 **Output Creation.** DECpage creates an output file that contains all of the information necessary for printing on the laser printer. This includes formatting, pagination, and font information.

4 **Print.** DECpage submits the output file to the laser printer.

With each step that DECpage takes, it is possible for errors to occur. For example, you may have used the wrong keying conventions, or there may be a problem with the print queue. When DECpage encounters an error while processing your document, you receive a mail message telling you which phase DECpage was in when the error occurred.

When you receive a mail message from DECpage about an error, follow these steps:

1 Check your printed output. If there are no problems with the output, then the error is informational. If there are formatting problems, refer to the Troubleshooting Chart later in this chapter.

2 Read the log files. These show you more specifically where the error occurred.

NOTE: If you need to report a DECpage formatting problem to Digital Equipment Corporation, have the .LIS and .DPL log files available.

Log Files

DECpage creates two log files: .DPL and .LIS. The log file name is the number of the document in the WPS-PLUS index plus the style that you selected. For example, if your document is number 6 and you selected the RBTS1 style, the log files for that document are:

000006RBTS1.DPL

000006RBTS1.LIS

When you read the DECpage log files, you should read the .DPL log file first, and the .LIS log file second.

Delete these log files after your job has finished.

The .DPL Log File

The .DPL log file keeps track of how your DECpage job is processed in the batch queue. It is the same as other log files you get from batch jobs.

If DECpage has problems processing your document, the log file contains a summary of the errors encountered. Figure 13-1 shows an example of a .DPL log file.

```
.
.
.
%SHJ-I-TERM_TMEU, Total of 1 error in DECpage document.
-PAG-I-ERROR_SUMMARY,
        1 error processing text elements
        0 errors during justification phase
        0 errors during pagination phase
%SHJ-I-TERM_TMEU, Total of 8 warning messages in DECpage document.
-PAG-I-WARNING_SUMMARY,
        0 warnings processing text elements
        8 warnings during justification phase
        0 warnings during pagination phase
%SHJ-I-TERM_TMEU, Total of 4 informational messages in DECpage
   document.
-PAG-I-INFORMATION_SUM,
        0 messages processing text elements
        4 messages during justification phase
        0 messages during pagination phase
.
.
.
```

Figure 13-1 .DPL Log File

If your .DPL log file contains any informational, warning, or error messages, follow these steps:

1 Check your printed output; if there are no problems with the output, then the messages are informational. If there are formatting problems, refer to the Troubleshooting Chart later in this chapter.

2 Read the .LIS log file.

Because DECpage keeps track of every problem encountered, messages in the .DPL file do not mean there is a problem with the output. Check your printed output *first.*

NOTE: If your .DPL log file contains the error "Insufficient virtual memory", and the above steps don't work, see your system manager.

The .LIS Log File

The .LIS log file keeps track of where DECpage encountered problems in your document. DECpage creates a .LIS file only if there are errors in the document.

Figure 13-2 shows an example of a problem DECpage had with a literal line longer than the page width.

```
 .
 .
 .
PAGE NAME: OTHER_PAGE
PAGE COUNT   .         2   FOLIO 2

TRIM BLOCK NAME:  BOTTOM_TRIM

LINE NUM  TEXT
       1  ~~2~~

BODY BLOCK NAME:  BODY

LINE NUM  TEXT
       6  <LITERAL>this is a long line that exceeds the 60 characters.
          In the document, this entire line appears on a single line
          in a literal region.<RETURN><~~1~~>
**<* 1*>**[<Single word wider than line width>]
 .
 .
 .
```

Figure 13-2 .LIS Log File

You can find the error messages by looking for asterisks (*) at the left margin of the log file. In the above example, the error message is:

```
**< 1*>**[<Single word wider than line width>]
```

Error Messages

The lines before the error message show exactly where in your document the error occurs. The problems and solutions for the most common error messages are described below:

[<Single word wider than line width>]

PROBLEM: A certain line of text in a literal region, landscape region, or table will not fit on a single line. For example, you may have specified a line in a literal region that is longer than DECpage can print on a single line using the literal font. When you print your document, this line will extend beyond the right edge of the paper.

SOLUTION: In literal and landscape text, shorten the line. For tables, increase the width of the columns.

[<Character is not defined in current font>]

PROBLEM: You specified a character that does not exist in the font that DECpage is using. This error usually occurs when you specify nonalphanumeric characters in a heading. DECpage does not print the character in your output.

SOLUTION: Change the heading level so that DECpage uses a smaller point size. If you specify a level 1 heading and receive the error message, change to a level 2 heading.

If this solution does not work, try to change your text so that this character is not required.

[<Element ELEMENTNAME not active>]

PROBLEM: An end element is specified when that element is not active. For example, you might have inserted an END LITERAL control block without having a LITERAL control block.

This error also occurs when you do not have a "clean" ruler before a section in a report style. For example, you might have a ruler with tab stops before a header.

Table 13-1 Troubleshooting Chart (Cont.)

Symptom	Possible Cause	Suggested Solution
Menus and Forms		
Document name does not appear on format and print queue or laser printer queue.	Document has already printed.	Check printer for document.
	Document has errors and did not print.	Check log files (described at the beginning of this chapter).
General Document Formatting		
Heading is too big or too small.	Wrong heading conventions were used.	1st-level heading: bold and underline heading. 2nd-level heading: bold heading. 3rd-level heading: underline heading. 4th-level heading: type normal text (no emphasis).
	Current ruler contains a tab marker.	Embed a new ruler, removing the tab marker.
Heading is in italics or is bolded, but is smaller than it should be.	Heading was not preceded by three RETURNs.	Precede heading with three RETURNs. Make sure there is no ruler between third RETURN and heading. If NEW PAGE is present, make sure all three RETURNs come after it.

Table 13-1 Troubleshooting Chart (Cont.)

Symptom	Possible Cause	Suggested Solution
General Document Formatting (Cont.)		
	Current ruler contains a tab marker.	Embed a new ruler, removing the tab marker.
Entire paragraph is formatted as a heading.	Paragraph was preceded by three RETURNs.	Delete one RETURN.
	Paragraph follows a heading and only one RETURN was specified after heading.	Insert another RETURN after heading.
Paragraphs run into each other.	Paragraph conventions were not followed.	Separate paragraphs with Gold PARA MARKER or two RETURNs.
Paragraph margins are too narrow.	Ruler contains a W or indented L.	Set standard paragraph ruler before standard paragraph.
List characters or items do not align properly.	Extra spaces might be included in tabular columns.	Tab to tab stop and to word wrap indent; do not use space bar.
Sublist characters do not align with higher-level list items.	Sublist ruler settings are wrong.	Set sublist ruler so T aligns under higher-level list word wrap indent.
Bullet characters are not solid.	Lowercase "o" was used instead of bullet character.	Use DEAD KEY to create bullet character; see chapter on Keying Conventions, Composite Characters section.

Table 13-1 Troubleshooting Chart (Cont.)

Symptom	Possible Cause	Suggested Solution
General Document Formatting (Cont.)		
Note is the same width as rest of text.	Left and right margins were not indented in note ruler.	Indent left and right margins in note ruler.
Note heading is not centered.	Note heading conventions were not followed.	Make sure note ruler precedes heading.
Note heading is too big or too small.	Note heading conventions were not followed.	Make sure note ruler precedes heading.
Manual table entries do not align properly.	Tabular columns are not wide enough.	Leave more space between tab stops in table ruler.
	Text that is all uppercase letters needs wider column.	Leave more space between tab stops in table ruler.
	Tabular columns contain extra spaces.	Tab to each column; do not use space bar.
	Extraneous tab character exists just above table.	Delete extraneous tab character.
Numbers in table do not align properly.	Wrong type of tab was used in ruler.	Use > to align numbers on rightmost numeral. Use . to align numbers on decimal point.
	Text that is all numerals needs wider column.	Leave more space between tab stops in table ruler.
Text from righthand table column is positioned wrong.	Hard return is missing from end of row.	Insert hard return at end of row, unless you have word wrap set.

Table 13-1 Troubleshooting Chart (Cont.)

Symptom	Possible Cause	Suggested Solution
General Document Formatting (Cont.)		
Page breaks in awkward place.	DECpage paginated automatically.	Insert NEW PAGE at more appropriate place.
Page does not break at the place you specified.	PAGE MARKER was used instead of NEW PAGE.	Insert NEW PAGE where you want page to break.
Header or footer trim does not print on document.	The style restricts this kind of trim.	Refer to the *DECpage Style Samples* guide for trim information for the specific style.
Spaces between words are too big.	Long, unhyphenated word at end of line; DECpage drops word to next line during justification and fills in space.	Insert an invisible hyphen in long word.
White space where graphic should be.	DECPAGE$GRAPHIC is incorrectly defined.	See your system manager for the definition of the logical name DECPAGE$GRAPHIC.
	Graphic file is not in the directory DECPAGE$GRAPHIC points to.	Move the graphic file to the directory that DECPAGE$GRAPHIC points to. Redefine or ask your system manager to redefine the logical DECPAGE$GRAPHIC.

Table 13-1 Troubleshooting Chart (Cont.)

Symptom	Possible Cause	Suggested Solution
General Document Formatting (Cont.)		
	Two jobs tried to access a graphic simultaneously.	Resubmit your document to DECpage.
	Attempting to print sixel graphic on LN01S or ReGIS graphic on LN03.	Must use sixel graphics on LN03, and ReGIS graphics on LN01S.
Letters		
Return address and date appear in the wrong place.	Letter was formatted according to the wrong style.	Enter the correct letter style in the Format and Print form.
	Conventions were not followed at the beginning of letter.	Begin the letter with three RETURNs, and type return address and date.
Closing appears in the wrong place.	Conventions for closing were not followed.	Precede closings with three RETURNs. If you also type a signature, precede it with three RETURNs. Make sure P ruler comes after salutation and ends before closing.
Too little space appears between closing and typed signature.	Conventions for closing were not followed.	Precede both closing and signature with three RETURNs.
Too much space below fourth-level heading.	Fourth-level heading has special purpose in letters.	Do not use fourth-level headings in letters.

Table 13-1 Troubleshooting Chart (Cont.)

Symptom	Possible Cause	Suggested Solution
Letters (Cont.)		
First line of paragraphs in personal letter do not indent.	P ruler is missing or in wrong place.	Place P ruler after the salutation and end it before the closing.
Reports		
Report section (Preface, Body, and so on) is formatted incorrectly.	Convention for specifying section was not followed.	Follow conventions as explained in Report style chapter.
Page numbers in body of report are lowercase Roman numerals instead of Arabic.	Body of report was not specified.	Press Gold NEW PAGE twice at the beginning of the body of the report.
Transparencies		
Text that was underlined for italics is printed underlined.	Transparency style does not print italics.	Use underlining or bolding for emphasis.
Announcements		
Text that was underlined for italics is printed underlined.	Announcement style does not print italics.	Use underlining or bolding for emphasis.

Glossary

block letter

A formal letter style in which all text, including the date and closing, begins at the left margin. Paragraphs are not indented.

clean ruler

A ruler in which the only settings are the left and right margins. A clean ruler does not contain any tab settings.

closing

The words at the end of a letter that immediately precede the signature. Common closings are: Sincerely, Yours truly, Cordially.

composite character

A special character, such as the division sign, created by typing two characters, backspacing, and then pressing Gold DEAD KEY.

default

Existing information displayed in a field on a form. Defaults are used for information that rarely changes, and in some instances, are the last information you specified in a field.

entry commands

These are commands you insert in the text of your document, which are then used by DECpage to format the text or to create other sections.

first-level heading

Text used to introduce major topics. DECpage usually formats first-level headings in the largest or most distinctive typeface available. In report styles, first-level headings signal the beginning of a new chapter.

flush-left text

Text that aligns at the left margin.

footer

Any standard information that appears at the bottom of a page, such as the page number, date, or document title.

fourth-level heading

A subheading below a third-level heading.

header

Standard text that appears at the top of a page. The header might include the company logo, the page number, or the author's name.

heading

A short, usually one-line, title of a section.

justified text

Text in which all lines end at the same margin. Text can be right- and/or left-justified.

keying conventions

The standard typing techniques used to create parts of a document.

landscape text

Text that is printed parallel to the long side of the page; usually used for wide tables.

leadering

A string of periods that connect separated entries.

list character

Any special character used to indicate items in a list. Typical list characters are numbers, bullets (a filled-in "o"), dashes, and asterisks.

literal text

A portion of a document that is formatted exactly as it appears on the terminal screen.

monospace

A term used to refer to characters that print using the same spacing width for each character, instead of using proportional width spacing. Proportionally spaced characters are spaced depending on the character, such as, the spacing required for an "i" would be less than that required for an "m".

modified block letter

A letter style in which the date and closing are placed slightly right of center. All other text begins at the left margin.

pagination

The process of dividing a document into pages.

personal letter

An informal letter style in which the date and closing are slightly right of center, and the first line of each paragraph can be indented.

ragged right text

Lines of text with the same left margin but with an uneven right margin; the opposite of right-justified text.

second-level heading

A subheading below a first-level heading. DECpage usually formats second-level headings in the second largest type size available.

special keying conventions

The typing techniques used to create and organize parts of a document for a particular style. Special keying conventions are not common to all documents.

standard headings

In this documentation, standard headings refer to the first- through fourth-level title headings that separate sections of a document.

standard DECpage keying conventions

The typing techniques used to create and organize parts of a document such as headings, paragraphs, tables, and lists. The standard DECpage keying conventions are common to all documents.

style

The combination of page layout and typeface used to print a document.

third-level heading

A subheading below a second-level heading.

transparency

A graphic or text transferred to a page-sized sheet of clear film, which is projected onto a screen for viewing; style used to create a graphic or text for transfer to film.

trim

Text printed at the top or bottom of a page, such as header and footer trim.

typeface

All the letters, numbers, punctuation marks, and special characters in a particular design of type.

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